



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
February 15, 2024**

The Council 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 may have options to listen, watch, or participate virtually. [Click here for more information.](#)

Zoom Link: <https://us02web.zoom.us/j/88976033238>

WORK SESSION

3:45 p.m. - Discuss PC MARC Aquatics & City Park Community Center Design

4:45 p.m. - Discuss Spring 2024 Paid Parking Plan

5:15 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Community Engagement Quarterly Update
2. Park City Bicycle and Pedestrian Plan Update
3. Construction Mitigation Plan Update

III. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)

IV. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from January 12, 2024

V. NEW BUSINESS

1. Review the Live Park City Lite-Deed Program
(A) Public Input
2. Discuss the Park City Housing Goal
(A) Public Input
3. Consideration to Approve Ordinance No. 2024-05, an Ordinance Amending Land Management Code Chapter 15-11 Historic Preservation and Chapter 15-13 Design Guidelines for Historic Districts and Historic Sites.

(A) Public Hearing (B) Action

4. 2024 Legislative Session Update

*Each week during the 2024 Legislative Session, the City Manager will provide an update and synopsis of the session to date. The Legislative Bill Tracking List will be updated 24-48 hours prior to the City Council Meeting and available [here](#).

VI. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting.

***Parking is available at no charge for Council meeting attendees who park in the China Bridge parking structure.**



City Council Staff Report

Subject: PC MARC Aquatics & City Park Recreation Building

Author: Ken Fisher, Recreation Director

Department: Recreation

Date: February 15, 2024

Type of Item: Informational

Recommendation

Review and discuss the plan alternatives under consideration to replace the PC MARC Aquatic Facilities and the City Park Recreation Building. The Recreation Team understands the importance of these community amenities and seeks direction to move forward expeditiously to minimize potential delays and disruptions to our patrons and residents during construction periods.

Executive Summary

The City Council approved \$6 million to renovate the PC MARC outdoor aquatic facilities and \$15 million to rebuild the City Park Recreation Building as part of the FY24 capital budget. Accordingly, we contracted with two firms with unique experience building each type of facility: VCBO Architecture on the aquatic facilities and Sparano + Mooney Architects on the City Park Recreation Building.

If we move deliberately and with focus, we are somewhat optimistic that the aquatics project could start as soon as this summer and be completed in the spring of 2025, pending any major disruptions. This would require a tremendous amount of work, coordination, favorable weather, and minimal disruptions with regard to materials, labor, and site conditions. Given the complexity, we are wary of overcommitting but remain optimistic given that many of the project managers who reconstructed the MARC in 20XX are still employed with Park City.

On the other hand, the City Park Recreation Building could begin construction in the fall of 2025, with completion targeted for the fall of 2026. This project also requires considerable coordination, and favorable weather, materials, labor, and site conditions. The impacts of delays on opening this new facility would be considerable, and much greater than a delay on the aquatics facility (MARC summer camps would be impacted, for example).

Analysis

On February 2, 2023, the City Council discussed and evaluated the PC MARC and Park City Sports Complex (PCSC) Master Plan and other recreation capital needs ([Staff Report Pg 65](#)). As a result, the City Council funded the replacement of the PC MARC aquatic facilities with \$6 million from the FY24 budget. This decision was based on an aquatics assessment completed by Water Design (Exhibit A: Pool Assessment), which was also shared with the Council during its deliberations. The existing pool is XXX years

old and often temporarily closed due to mechanical problems, persistent leaks, and more.

At the time of the recreation master plan and Council funding decision, the City Council also supported a compatible General Obligation Bond on the November ballot to meet other capital needs, identified within the master plan. Though the Bond was unsuccessful, the Council's commitment to replacing 30-year-old aquatics infrastructure and the City Park Building that is home to our extremely popular local summer day camp was unwavering. The summer day camp provides extremely valuable and affordable options for Park City residents and their families, including prioritized access for Park City residents and scholarship recipients.

In June 2023, VCBO Architecture (\$85,000) began design work to replace the aquatic facilities at the PC MARC, expanding the fitness facilities at the PC MARC, and developing a new facility at the Park City Sports Complex to run currently with the bond process. Since the bond did not pass, we eliminated projects beyond aquatics and redirected the services toward aquatics only.

Aquatics

The original concept contemplated and recommended by the Recreation Team was to create a single body of water that would meet the needs of lap swimming and a new leisure pool for younger children, families, and seniors. This approach changed after further discussion and assessment of the pros and cons of a single pool versus two separate pools.

Two separate pools will offer program flexibility and mitigation of pool maintenance needs, such as mechanical repairs or the unfortunate event of human contamination. For example, one pool can be closed while the other can remain operational in the event of operational or human contamination. We believe this approach enables us to continue programming and public use of important pool hours of operations while minimizing the overall potential for a complete and total pool use interruption.

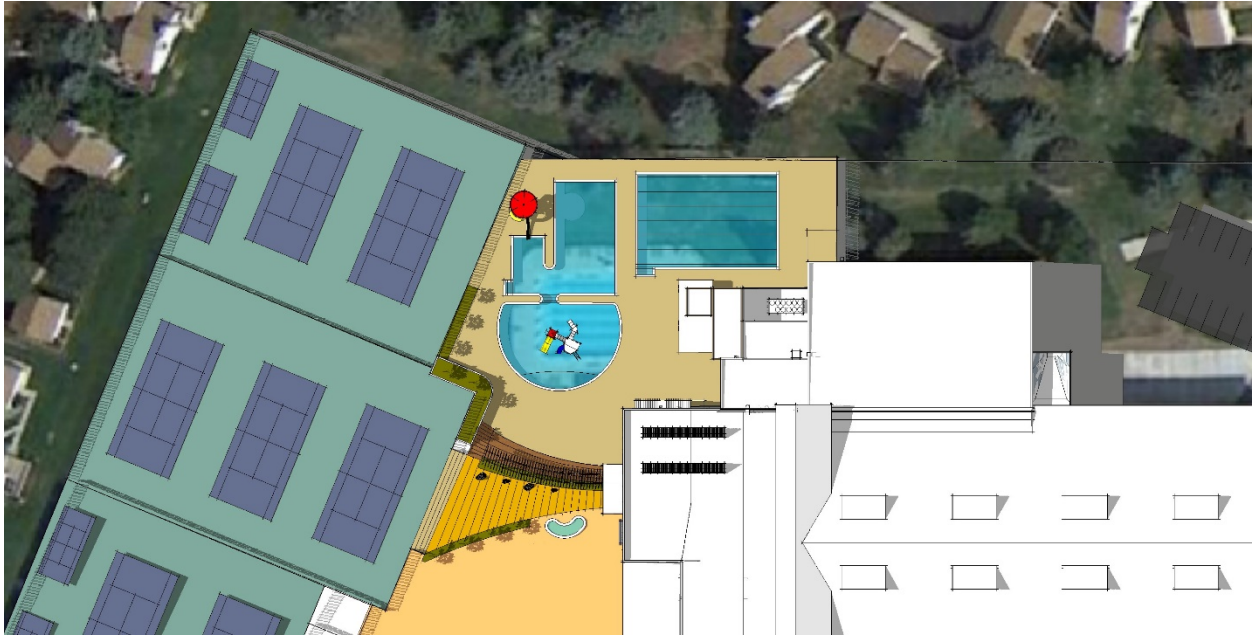
Staff and RAB also recommend relocating the new aquatic facilities to the north end of the property where the current lap pool is located. Having both pools next to each other improves safety and may allow the pools to be operated by fewer lifeguards while maintaining important operational safety standards and protocols. The current design anticipates replacing the lap pool with a comparable facility but increasing the depth to nine feet, something we have long sought as a recreational facility. Increasing to nine feet meets the full Red Cross Lifeguard Certification standards requirements, provides depth for deep water aerobic exercise classes, and provides depth for a potential one-meter diving board, a frequent request of regular pool users.

On the other hand, the leisure pool could double in size with improved amenities such as zero-depth entry for young children and seniors, an enhanced waterslide, increased youth swim lesson capabilities, and an enlarged play/water feature. Other improvements include expanded mechanical space, enlarged seating and gathering

areas for young families and summer camps, a separate lifeguard station, and an outdoor space to rent for birthday parties and pool events such as youth swim team meets.

VCBO and the Recreation Team worked closely with the Planning Department on the potential land use and planning requirements for the aquatic facilities. The pool facility itself is scheduled for a work session with the Planning Commission on February 28 to get input on set-back requirements and other matters, after meeting with the Council on February 15, 2024. Below are a few renderings, which can also be found in the exhibits.





City Park Recreation Building

The current City Park Recreation Building opened in 1987, was remodeled in 2006, and is very undersized for the demands of our highly sought-after and affordable summer day camp. Fortunately, the City Council approved \$15 million to replace the building and in October 2023, we contracted (\$96,5250) with Sparano + Mooney for design services.

One of the project's goals is to expand and improve the facility for the PC Summer Day Camp and provide space for the potential of other year-round recreation and community programming.

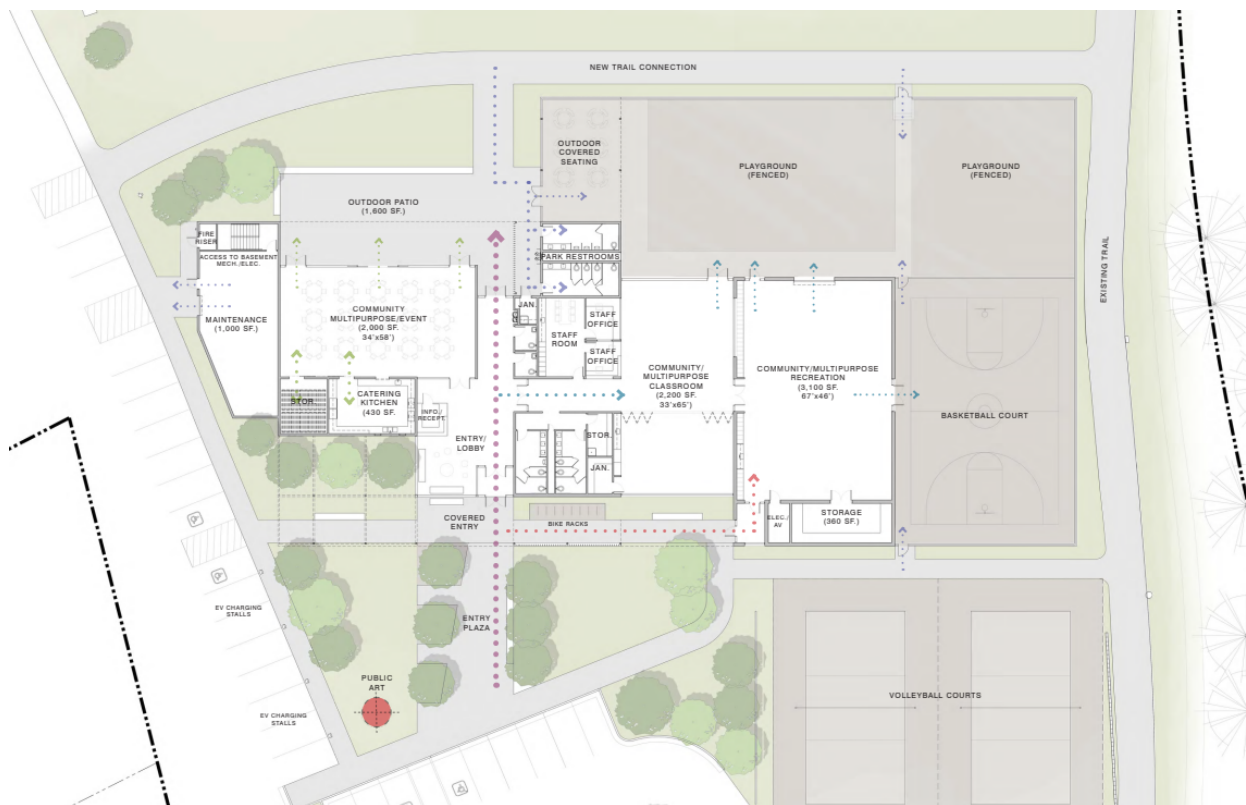
The Utah Department of Health and Human Services Childcare Licensing division licenses the PC Summer Day Camp. The PC Day Camp has a capacity of 91 kids, with the existing facility and Miner's Hospital licensed, open to youth ages 6 to 12, with a few 5-year-olds if they have an older sibling in the program. The program has a large waitlist for those wishing to enroll their children. In other words, the existing facility restricts our ability to service the community's demand for an affordable summer day camp, even with some of our processes in place to prioritize access for Park City residents.

The new and expanded facility would allow the camp to expand to 150+ youth, potentially allowing us to expand the age of the camp to include 4- and 5-year-olds, which is an important and unmet demand. Summer programming for this lower age group also provides a unique opportunity to collaborate with the Park City School District's (PCSD) new School Readiness Program for 3 & 4-year-olds during the school year. Presumably, we can provide this important age group with year-round programming and help with some of the community's childcare instability.

Finally, to ensure coordination with important stakeholders, the Recreation Team met with the Park City Community Foundation, Early Childhood Alliance, Park City School

District, Holy Cross Ministries, and Voices for Utah Children to discuss and learn about current programming and community needs related to childcare services. The consensus was that the Recreation Department could narrow its focus on expanding summer programming to include 4-year-olds versus looking to build specialized dedicated space for 0 to 3-year-olds. The RAB also supported this approach after the additional outreach was conducted.

As a result, we are considering a new City Park facility of approximately 15,000 sq. ft. For your review, the site plan, floor plan, site overlay, and process studies are included as Exhibit B and the Community Center's square footage is included as Exhibit C.





Public Outreach

Outside of the RAB, there has yet to be formal public outreach or engagement on either the project's draft concepts or design. Our goal is to adequately balance the desire for community and stakeholder input with project completion targets. Working with the architects and the Community Engagement Department, we will propose and formalize an expedited public outreach plan with City Council on XXX.

However, we are also open to a longer public engagement process but must be realistic about its likely impact on project completion. This work session is but one of several over the next few months as we work to collaborate on a vision to overhaul the MARC aquatics facilities and build a new community facility in City Park.

Funding

Funding of \$15,241,042 exists in CP0386 for a Recreation Building in City Park and \$6,000,000 in CP0598 to overhaul the PC MARC Aquatics Facility.

Exhibits

- Exhibit A: Pool Assessment
- Exhibit B: Community Center Design
- Exhibit C: Community Center Square Footage Allocation



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June 15, 2022

Mr. Brent Tippetts
VCBO Architecture
524 South 600 East
Salt Lake City, Utah 84102

Re: Park City MARC -Swimming Pools and Spa Assessment Study
Project No. 22-807FS

Dear Mr. Tippetts,

Water Design, Inc. visited the Park City MARC facility in Park City, Utah on June 1, 2022. The visit was requested to perform the following scope of services;

1. Provide a site visit to the facility to meet with the owner/client and to interview the pool operator, assess the facility, take necessary field measurements and data gathering, review existing conditions, and analyze the exiting swimming pool and its associated equipment.
2. Perform an engineering analysis and operational review of the existing swimming pools and their equipment conditions.
3. Compare existing swimming pool systems to current code requirements and industry best practices. Provide written comments and/or findings regarding the existing conditions and code deficiencies with the pool systems.
4. Work with VCBO to explore long term goals and provide recommendations related to potential options for repairs, upgrades, and/or replacement of items.

Water Design will utilize the Standards for Design, Construction, and Operation of Public Swimming Pools R392-302 (the code or pool code) as published by the Utah Department of Health and adopted by the Summit County Health Department. This code will be used as the basis for this report and its findings. The findings and recommendations formulated from my site visit will be presented in this report as follows:

Summary Description of Existing Pool and Spa Designs/Systems/Installations:

The above referenced project includes one (1) leisure (activity) pool, one (1) hot spa pool, and one (1) lap pool. We understand that the lap pool and spa pool were built approximately 30 years ago sometime in the early 1990s. The leisure pool was built in 2003. The pools and the spa all operate on individual sets of equipment for each pool. There are two separate equipment rooms/locations (one for the leisure pool and spa pool equipment combined and a separate equipment room for the lap pool equipment).

The leisure pool is a freeform activity type pool. The pool features several amenities including some recently installed interactive water play toys, a current channel, a helical open flume slide and a shallow entry area. The leisure pool utilizes a standard surface skimmer design. The water is drawn from the surface skimmers and main drains directly to the circulation pump and is then filtered, heated, treated and returned to the pool as a

Exhibit A: Pool Assessment

“closed” system. The leisure pool circulation pump and motor have been replaced since the facility originally opened. This pump motor is operating but was observed to be excessively loud. The pool water is sanitized with calcium hypochlorite (pellet type chlorine) and is balanced with liquid acid. The chemicals are fed into the pool return line by a chemical automation system and are injected downstream from the heater.

The spa is a non-symmetrical (stretched) hexagon shaped structure with an underwater bench, therapy jets and one set of entry steps. The spa pool utilizes a standard surface skimmer design. The water is drawn from the surface skimmers and main drains directly to the circulation pump and is then filtered, heated, treated and returned to the spa as a “closed” system. The spa circulation motor has been replaced a few times over the years according to maintenance staff and the entire pump is considered old. The spa system also consists of a separate hydrotherapy system complete with pumps, piping, fittings, and hydrotherapy jets. The spa pool water is sanitized with calcium hypochlorite (pellet type chlorine) and balanced with liquid acid. The chemicals are fed into the spa return line by a chemical automation system and is injected downstream from the heater.

The lap pool was designed to include a 25 yard lap pool area with six (6) lap lanes (each lap lane is 7'-0" wide), and includes starting platforms, lane dividers, etc. The lap pool also has an offset entry area with stairs. The lap pool utilizes a perimeter gutter system that consists of a number of pre-cast gutter stones with built in skimmer weirs. The gutter allows water from the surface of the pool to skim over the gutter weir and flow in the gutter cavity to a series of collection pipe(s) where the water is directed into a piping network that flows by gravity to a remote surge tank located in the pump room. Water is also collected from the two main drain fittings at the deepest point of the pool and flows by gravity to the same remote surge tank. The balance of flow between the gutter and main drain systems is controlled by a modulating float valve in the surge tank. Water is then drawn through a single pipe from the surge tank by a circulation pump and is delivered to the filter and heater prior to returning to the pool through a series of wall fittings. The pool water is sanitized with calcium hypochlorite (pellet type chlorine) and balanced with liquid acid. The chemicals are fed into the pool return line by a chemical automation system and are injected downstream from the heater.

Both of the pools as well the spa have been constructed using shotcrete/gunite construction with a smooth plaster finish. We understand that the lap pool and spa were last replastered in 2005 (17 years ago). It is our understanding that the leisure pool still has its original plaster finish (19 years ago).

Data was collected to determine the existing properties of the pool circulation systems. The results of these calculations are tabulated below.

Existing Conditions:

Leisure Pool System Data:

Age of Pool:	~30 years old
Pool Size:	92'-11" long x 47'-5" wide with 12'x 14' offset entry area
Pool Depths:	1'-0" to 6'-0" to 3'-6" water depths
Pool Surface Area:	2,774.4 Sq. Ft.
Estimated Pool Volume:	77,375 Gallons (published original plans)
Pool Perimeter:	288 feet
Minimum Code Approved flow rate:	380 Gallons per Minute (GPM) @ 3.4 hr turn-over
Existing Flow Meter Reading:	Not operating at visit but usually operates at ~280-400 GPM (per maintenance personnel)
Existing Filter Turn-over Rate:	~ 4.6 to 3.2 hour Turn-over (meets code requirements)
Circulation Pump:	Pentair EQKT-1000 - 10 HP (rated for 425 GPM at 75 ft TDH)

Exhibit A: Pool Assessment

Hair & Lint Strainer:	Molded Plastic (integral with pump)
Existing Filters:	Four (4) 36" diameter Pentair TR140C high rate sand filters (28.2 Sq. Ft. total filter area)
Allowable flow range of filters:	310 GPM min to 508 GPM max (per code requirements)
Chemical Controller:	US Filter –Strantrol System 5F
Chlorine Feeder:	PPG Accu-tab 3070AT Powerbase feeder
pH Feeder:	Hydrochloric Acid -Stenner 45M5 Peristaltic Pump
CO2 Feeder:	None (removed)
Heater:	Two (2) RBI Heaters (1,480,000 Btu input) outdoor heaters
Water Level Controller:	Aquaticontrol ELC-800
Chemical Electrical Interlock Device:	Stratton-Bratt interlock box (recently installed to meet new code requirements. May still need full commissioning)

Spa System Data:

Age of Pool:	~30 years old
Spa Size:	Approximately 12'-8" long x 12'-8" wide
Spa Depths:	3'-0" water depth
Spa Surface Area:	~ 124 Sq. Ft.
Estimated Spa Volume:	~ 2,147 Gallons
Spa Perimeter:	~ 44 feet
Minimum code required flow rate:	72 Gallons per Minute (GPM) to meet ½ hr requirement
Existing Flow Meter Reading:	80 GPM (typically runs between 70-80 GPM)
Existing Filter Turn-over Rate:	~ ½ hour turn-over (meets code requirement)
Circulation Pump:	Sta-Rite Max-e-Pro 2 HP
Hair & Lint Strainer:	Plastic (integral with pump)
Existing Filters:	Pentair TR-100 (30" diameter) Hi Rate Sand filter (4.9 sq. ft. total filter area)
Allowable flow range of filters:	64 GPM min to 88 GPM max (per code requirements)
Chemical Controller:	US Filter –Strantrol System 4
Chlorine Feeder:	PPG Accu-tab 1030AT Powerbase feeder
pH Feeder:	Hydrochloric Acid -Stenner Peristaltic Pump 45M2
CO2 Feeder:	None
Heater:	Raypak B-R377A (~377,000 Btu input)
Water Level Controller:	Aquaticontrol ELC-800.
Chemical Electrical Interlock Device:	Stratton-Bratt interlock box (recently installed to meet new code requirements. May still need full commissioning)

Lap Pool System Data:

Age of Pool:	~19 years old
Pool Size:	75'-0" long x 42'-0" wide with 12'x 14' offset entry area
Pool Depths:	Approximately 3'-4" to 5' -0" water depths
Pool Surface Area:	3,322 Sq. Ft.
Estimated Pool Volume:	112,760 Gallons
Pool Perimeter:	258 feet
Minimum code required flow rate:	311 Gallons per Minute (GPM) to meet 6 hr requirement (Existing flow range does not meet code)
Existing Flow Meter Reading:	185 GPM (typically runs at 290-300 GPM per operator)
Existing Filter Turn-over Rate:	~6.4 to 10.1 hour turn-over (does not meet code requirement at any of the existing flow ranges)

Exhibit A: Pool Assessment

Circulation Pump:	Pentair EQK500 5 HP (rated for only 240 GPM at 65 ft TDH) (need larger pump to meet min. flow rate & turn-over rate)
Hair & Lint Strainer:	Molded Plastic Strainer (integral with pump)
Existing Filters:	One (1) Pentair THS3484 high-rate sand filter (19 Sq. Ft total filter area)
Allowable flow range of filters:	247 GPM min to 342 GPM max (per code requirements)
Chemical Controller:	BecSys5
Chlorine Feeder:	PPG Accu-tab 3070AT Powerbase feeder
pH Feeder:	Hydrochloric Acid -Stenner Peristaltic Pump 10-30
CO2 Feeder:	None (removed)
Heater:	RBI Heater (3,200,000 Btu input)
Water Level Controller:	N/A
Chemical Electrical Interlock Device:	Stratton-Bratt interlock box (currently being installed to meet new code requirements. Still needs installation completion and commissioning)

Observed Code, Condition, and other Deficiencies & Recommended Considerations:

Leisure (Activity) Pool:

- Circulation Pump is excessively noisy and may have been damaged with water or have a different problem. Consider troubleshooting and replacing as needed.
- The Basket Strainer for the slide pump is ferrous and rusted. Consider replacing this strainer with a fiberglass strainer to match the other pumps in the pump vault.
- Observed tile on the current channel (river) island (outside radius area) were large format tiles that were missing grout and exposing sharp edges to the tile. This is a safety concern. Consider cutting tile into smaller pieces and reinstalling grout to provide a smoother transition around the radius without exposing sharp edges that can be a safety hazard.
- The chemical controller is an older model (no longer available) but appears to be fully operational. Consider future replacement of this device in ongoing maintenance budgets for when it fails.
- The pool plaster appears damaged. Observed mottling, etching, thinning areas, spalling, roughening, and cracking of the plaster. The plaster has exceeded its life expectancy by approximately double the time. Consider replastering the swimming pool.
- The pool coping to deck expansion joint is failing. It is cracked or missing in most places around the pool. Consider replacing the expansion joint with proper sealant system including new backer rod and deck-o-seal sealant.
- The pool deck has settled or subsided in area near the north-west area of the pool. This may be evidence of soft soils and/or water infiltration into the surrounding soils in that area. We did not observe evidence that the pool had settled any. There are some elevation differences apparent that may constitute a toe stub or trip hazard. Consider further exploration and remediation of the decks in this area.

Exhibit A: Pool Assessment

- The suction outlet covers in the current channel area do not appear to have been replaced since original installation (likely in the ~2010-2012 time frame). Suction outlet covers have a life expectancy rating on the cover and need to be replaced when they are expired. These outlets appeared to have a 10 year life and are likely nearing, or have exceeded, the expiration timeframe. Consider replacing these covers with new matching suction outlet covers (if not matching, review and engineering may be required for new covers).
- One underwater pool light appears to be burnt out and requires replacement.
- Observed multiple broken or chipped depth markers on the pool deck. They are damaged and in some cases have sharp edges where broken and are dirty or faded. This is a safety concern. All broken, chipped, or faded depth markers should be replaced.
- Observed “NO RUNNING” tiles that were sticking up proud of the deck surface exposing sharp edges. This is a safety concern. Any broken, chipped, faded, or raised tile markings should be replaced.
- The grating covering the backwash pit in the equipment room was severely corroded and was compromised and poses a safety hazard to maintenance personnel. This grating should be replaced. Consider a rated non-metallic grating as the replacement.
- The Pentair TR-140C filters are aging, show signs of leaking, and are nearing their life expectancy. Consider planning for replacement of these filters as part of an ongoing maintenance plan.
- The pH feed pump appears to be aging and may require replacement soon. Consider replacing this pump as part of a maintenance plan.
- There are a few other items that are aging as well, but are still operational (i.e. River pump, Water Feature pump, Slide pump, Strantrol 5F controller, etc.). Consider planning for replacement of these items in an ongoing maintenance budgets for when they fail.
- Consider adding variable frequency drives (VFD) to the circulation, slide and current channel pumps (toy pump already has new VFD). This will allow better flow control and will provide for a soft start to the pumps, and will help save operational energy to run these pumps.
- General piping in the equipment room has aged and appears to have been repaired and patched as needed over the years. Consider replumbing the equipment room complete with required valves, gauges, controls, equipment connections, etc. to extend the life of the systems moving forward.
- Consider exploring a taller water slide for the pool to enhance play value and recreational opportunities for the younger patrons. Address bird nesting problem that is happening on the slide tower by use of screening or other deterrents for both the existing and any future slide tower considered.

Spa Pool:

- Circulation Pump is aging and has exceeded its life expectancy. It appears to still be providing enough flow for the system. Consider replacing with a new high efficiency pump with integral VFD for more precise flow control and energy savings.

Exhibit A: Pool Assessment

- The circulation system does not have an isolation/control valve on the pump located between the pump discharge and the filter influent connection. Consider adding a valve at this location for isolation and more precise flow control.
- The Pentair TR-100 Filter appears to be aging (over ~15 years old) and is in poor condition. This means is nearing or has exceeded the life expectancy of this type of filter. The filter was observed leaking at connections/seams during the visit. Consider replacing the filter with a commercial grade filter (i.e. TR-100C or similar).
- Both Hydrotherapy Jet pumps are aging and has exceeded its life expectancy. Consider replacing the pumps with new high efficiency pumps with integral VFDs for more precise flow control and energy savings. Isolation/Control valves are required on all pipes to/from the pool. The jet piping did not have required valves installed. Isolation/control valves should be installed on the influent and discharge pipes of all pumps.
- The chemical controller is an older model Strantrol System 4 (model no longer available) but appears to be fully operational. Consider future replacement of this device in ongoing maintenance budget as it fails.
- The spa pool plaster appears damaged. Observed substantial mottling, staining, etching, thinning areas, spalling, roughening, and cracking of the plaster. The plaster has exceeded its life expectancy by about double the anticipated timeframe. Consider replastering the spa pool.
- The vertical water depth markers are faded where they have touched the water surfaces and are no longer legible. The depth markers should be replaced with new contrasting markings as this is a bather safety item.
- The spa appears to be leaking. Observed the automatic water make-up system cycling regularly during our visit evidencing a leak. This may be due to the poor condition of the plaster in the spa and would be hard to pinpoint a specific leak location. Other penetrations, piping, and fittings should also be explored and verified for water tightness by an experienced pool leak detection company.
- Observed that the supply inlets (returns into spa) do not appear to have the code required inlet orifices to promote uniform flow, mixing and turn-over of the spa water. Inlet orifices should be properly sized and installed on the spa pool. See supporting information section below for additional information.
- General piping in the equipment room has aged and appears to have been repaired and patched as needed over the years. Consider replumbing the equipment room complete with required valves, equipment connections, etc. to extend the life of the systems moving forward.
- The spa pool is over 30 years old now and is nearing the typical life expectancy of this type of pool. Due to the history of the pool leaking and the existing plaster condition, consideration should be given to future replacement of the spa pool. The integrity of spa pool structure could not be observed during the visit (requires destructive testing to fully determine the condition of the structure), but based on experience with this type and age of pool as well as the plaster condition not adequately protecting the underlying spa shell, we would expect that this pool will continue to have increasing problems due to deterioration of the pool structure, rebar, and finishes. Consideration should be given to the unknown condition (but likely deteriorated nature) of the spa pool shell before substantial

Exhibit A: Pool Assessment

monies are invested into the spa pool so that the invested money will provide the value and life expectancy warranted for the investment.

Lap Pool:

- It appears as though there has been some settling/subsidence of the swimming pool on the north side of the pool. This is evidenced by the waterline extending or flooding to the back of the gutter coping along the north side of the pool whereas the other sides do not have this flooding. The pool is still skimming at this point, but additional settlement may render portions of the pool edge dry and void of skimming. This could be rectified and/or mitigated by replacing the gutter coping stones, waterproofing the gutter (and gutter to coping joint) and setting them at a new level to provide a consistent skimming level around the pool. This pool also has a history of leaks (current small leaks and multiple substantial leaks over the years) that has likely contributed to this condition by wetting the supporting pool structure and subgrade soils. The pool deck on the north side of the pool appears to have experienced excessive settling as well and has steeper slopes than typical and to have had modifications to mitigate toe stubs and trip hazards. Settlement is likely to continue and worsen over time. See supporting information section below for additional information.
- The lap pool is reportedly losing water. Based on the settled pool as well input and feedback from previous water loss events there is likely that this water loss to be occurring are at the back of the gutter (at the joint beneath the stones) at the pool deck where the gutter stones are allowing flooding of the deck. The condition of the plaster may also be a contributing factor to water loss experienced. See plaster narrative below.
- The pool coping stones (pre-cast concrete coping sections) have deteriorated over the years. The finish has etched, is chipped, is rough, and some of the stones are broken. There is grout missing from the front and back of many of the stones which is impeding adequate skimming as it allows water to bypass the skimmer weirs and enter the gutter from below the water surface through the gaps created by the missing grout. Consider replacing the coping stones and sealing between the front and back between each stone.
- The pool gutter coping to deck expansion joint is failing. It is cracked or missing in places around the pool. Consider replacing the expansion joint with proper system including new backer rod and deck-o-seal sealant. If the coping stones are replaced as discussed above, this would need to happen after replacement of the stones as well and could be done at the same time to minimize rework. See supporting information section below for additional information.
- The pool plaster appears damaged. Observed mottling, spalling, etching, thinning areas, roughening, and cracking of the plaster. The plaster has exceeded its life expectancy by approximately double the time. Consider replastering the swimming pool.
- The Pool deck along the south side of the swimming pool (near the stairs to the building) reportedly experiences extensive movement during the seasonal cycles. This may be due to frost heave from saturated soils underneath the pool deck. It reportedly heaves in the winter and settles back to roughly the normal spot when it warms up. There is still some vertical movement observed from the last cycle and the staff needs to modify that area yearly to avoid toe stubs and trip hazards. Staff believes that the ground where the lap pool is built is always wet due to swampy/bog type conditions in the area. Consider exploring the subgrade conditions and whether a drainage system can be installed to mitigate the yearly cycle of heave/settling.

Exhibit A: Pool Assessment

- The pool circulation pump has been recently replaced with a Pentair EQK500 (5 HP) pump from the previous pump operating that was installed when both the filter and pump were replaced. This specific pump selected and its related pump curve does not provide the code minimum flow rate needed for a 6 hour turn-over for this pool as required by the code (see flow data in chart above for deficiency). A Pentair EQK750 (7.5 HP) would likely be needed in order to provide the flow rate required to meet the code or a custom trim impeller type pump with lower horsepower.
- The pH feed pump appears to be aging and may require replacement soon. Consider replacing this pump as part of an ongoing maintenance plan.
- The pool heater is aging (~11 years old) but is still operational. It is nearing the end of its life-expectancy however and may need repairs or replacement in the near future. Consider future replacement of this device in ongoing maintenance budgets for when it fails. See supporting information section below for additional discussion about heating options and ideas for all pools.
- The pool depth markers and “NO DIVING” markers do not meet the requirements of the code. Additional depth markers should be added (and existing damaged markers should be replaced). See additional supporting information discussion below.
- The pool lights on the north wall of the pool are not operational. The fact that all of the north lights are failed at the same time may indicate an electrical issue with the lighting circuit or connections. It could be just coincidence that they have all failed in the same location, so bulb replacement could be tried to initially troubleshoot the situation. Recommend consulting a licensed electrical professional to ensure that underwater lighting connections are per code and have proper GFI protection grounding.
- This lap pool is over 30 years old now and is nearing the typical life expectancy of this type of pool. Due to the history of the pool leaking, existing settling, existing plaster and coping stone conditions, consideration should be given to future replacement of the pool. The integrity of the pool structure could not be observed during the visit (requires destructive testing to fully determine the condition of the pool structure), but based on experience with this type and age of pool along with the condition of the plaster in the pool we would expect that this pool shell has had water infiltration and will continue to have increasing problems due to deterioration of the pool structure, rebar, and finishes. Consideration should be given to the unknown condition (but likely deteriorated nature) of the pool shell before substantial monies are invested into the pool so that the invested money will provide the value and life expectancy warranted for the investment.

Additional Supporting Information & Code Deficiencies:

- **Lap Pool Depth Markings:**

Deficiency: The code requires that the water depth be marked on the pool deck and on the vertical pool wall with minimum 4” high numbers around the pool at every one (1) foot of depth with a maximum spacing of 25’ from each other. The existing lap pool does not meet this requirement.

Solution: Add new depth markings as necessary at each one foot depth not to exceed 25’ spacing on both the horizontal pool deck and vertical pool wall as required by the pool code. Depths are recommended to be marked in feet and inches with numbers that are required to be minimum 4” high.

Exhibit A: Pool Assessment

- **Lap Pool Diving Markings:**

Deficiency: The code requires that “NO DIVING” be marked adjacent to the pool on the pool deck with minimum 4” high letters around the pool at a maximum spacing of 25’ from each other. The existing lap pool does not meet this requirement.

Solution: Add new “NO DIVING” marking tiles at 25’ spacing on the horizontal pool deck as required by the pool code. The “NO DIVING” should be marked with letters that are minimum 4” high.

- **Spa Inlet fittings:**

Deficiency: The code requires that inlets be designed with a non-adjustable orifice providing enough head loss to insure a balanced flow through all inlets. The existing lap pool inlets appear to be open ended pipe cut flush with the pool finish and with no type of restricting orifice in place. The spa inlets appear to be the same and should be verified for compliance.

Solution: Inlet orifices should be installed at all return pipes. The inlet orifice should be sized based on the design flow rate of the pool/spa system.

Industry Standard Deficiencies:

- **Lap Pool Gutter Design**

Deficiency: The lap pool system was designed with an overflow gutter system that was intended to be installed level to provide effective skimming and cleaning of the entire water surface. The perimeter gutter system is not level around the entire pool. The elevations of the precast gutter stones are not level within acceptable tolerances along the perimeter length of the pool and are also not uniformly level from front to back of the stones. This does not allow proper skimming action as certain parts of the gutter are over surged with waters and other areas do not have enough water flow. The long side of the pool (the side away from the facility) was flooding and water was observed reaching the back of the gutter stones and in many cases extending past the stones and up onto the deck. Maintenance personnel report water seeping through the deck joints and getting under the pool deck.

Potential Solution: Modify or replace existing gutter stones. In areas where the gutter is not level the stones (and possibly some of the deck) should be removed and re-installed to provide a level gutter edge around the entire perimeter of the pool. This will not allow water to reach the back of the stone during normal operation. It will provide for a more balanced skimming action as well as provide enhanced gutter flow rates up to 100% of the original design capacity of the circulation system.

- **Pool Heating Systems:**

Deficiency: The existing pools utilize condensing boilers for heating the pool water. These types of boilers do not perform well when operated with lower water temperatures like the facility operates during winter months. These boilers coupled with the fact that the existing pools are circulated year-round at low water temperature (just enough heat to prevent the water from freezing) makes the boilers more susceptible to condensation and related sooting or corrosion problems.

Recommendations: The owner has previously expressed a desire to consider sustainable options for upgrading the existing facilities. This coupled with the inherent problems of operating stand-alone pool boilers year-round in this climate would suggest that the owner should consider replacing their pool

Exhibit A: Pool Assessment

boilers with either high efficiency “indirect” pool heaters or with a heat exchange system associated to the heaters. A heat exchange system can be more efficient and performs better for year-round circulation. It allows for the use of high efficiency and/or modulating boilers (not available in stand-alone pool type boilers) coupled with the ability to cross utilize the heat for multiple heating applications. This more efficient heat exchanger system will provide for long term operational cost savings. We recommend that any analysis of any mechanical system upgrade include analysis for utilizing a high efficiency boiler/heat exchangers system for heating the pool water. The size of the lap pool and the location of the lap pool equipment inside the main building make it the best candidate for a central central boiler plant if this type of approach is desired, and the system could be used on all pools (with some added expense of running piping and heat exchangers to the remote stand-alone pool equipment locations). Alternately, each pool could consider their own “indirect” type pool heaters (includes a boiler and heat exchange system on a common heater skid) for each pool. If the owner is interested in a heat exchange type system the cost of both approaches should be considered in making a decision.

Disclaimers:

The above recommendations are the professional opinion of Water Design, Inc. and are based only upon our site visit and observations. They are intended to address the pools as they are existing today. The observations in this report should not be relied upon as all inclusive since they deal primarily with some of the larger items that were observed as concerns for the pools. Prior to construction and implementation of any of these recommendations, construction documents stamped by a qualified engineer shall be submitted to the local health and building departments for their review and approval.

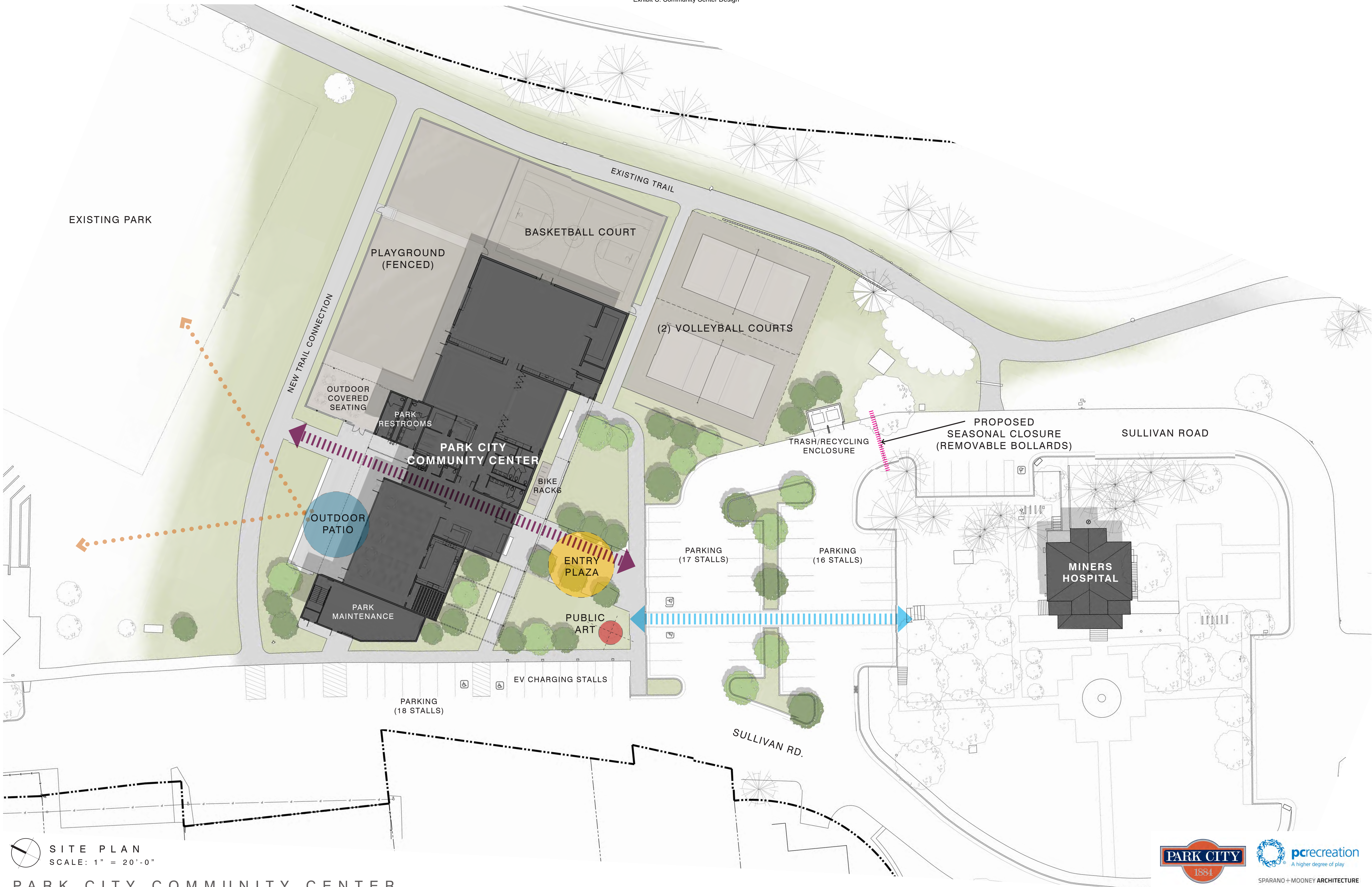
END OF REPORT

If you have any questions, please call me at (801) 261-4009.

Cordially,

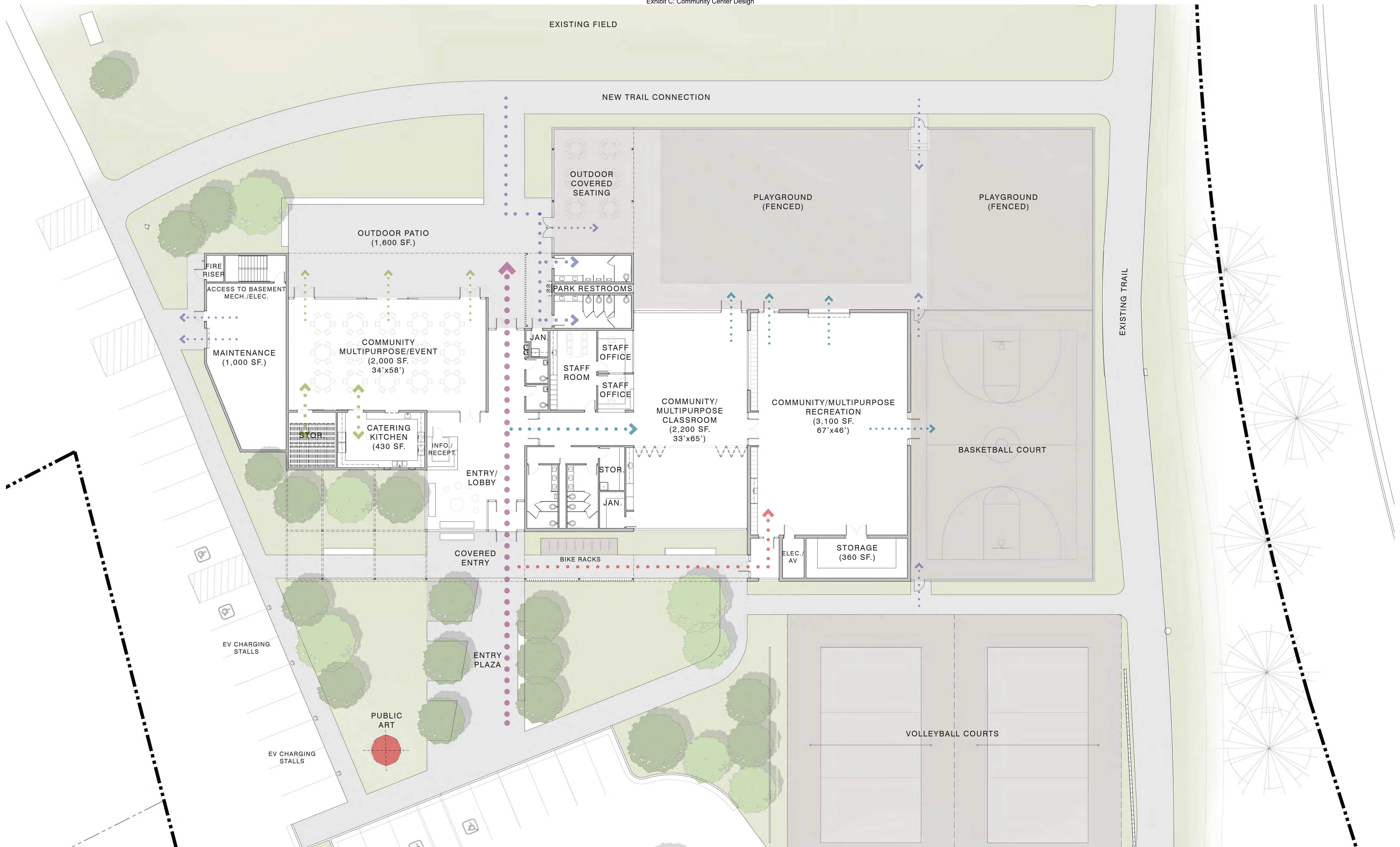
Tom Anderson

Thomas P. Anderson
Water Design, Inc.
6740 S 1300 E, Ste 110
Salt Lake City, Utah 84121



SITE PLAN
SCALE: 1" = 20'-0"

PARK CITY COMMUNITY CENTER



FLOOR PLAN
SCALE: NTS

PARK CITY COMMUNITY CENTER



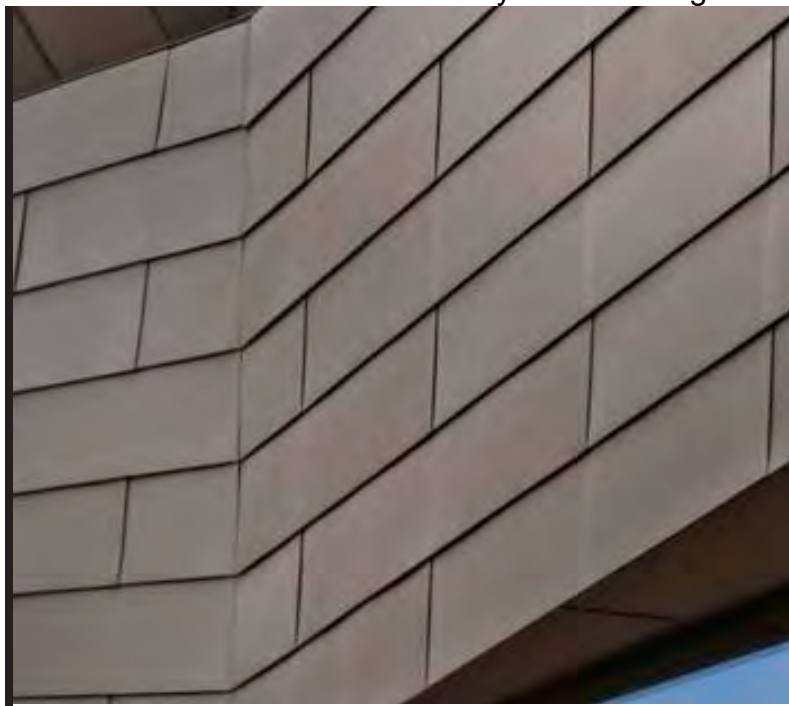




ROOF MOUNTED SOLAR PANELS



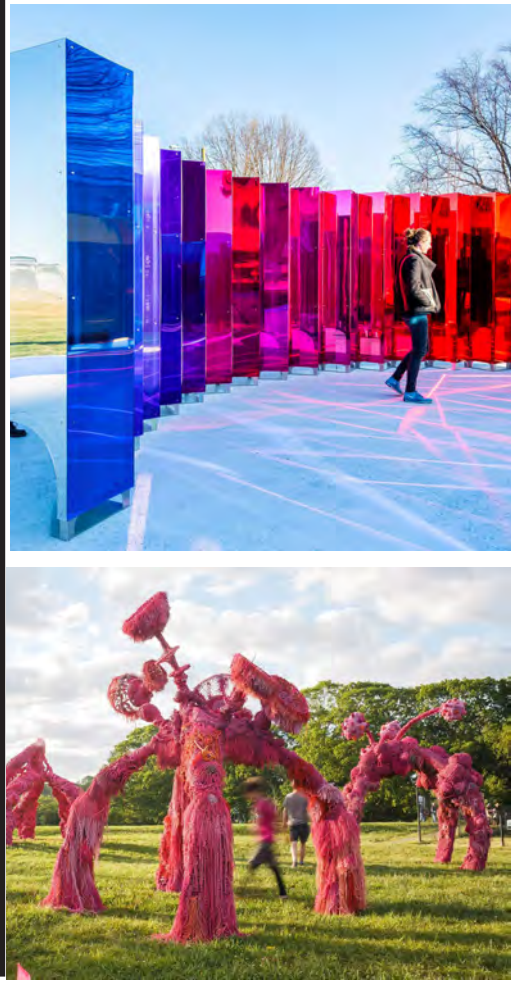
WOOD/METAL LOUVERS



METAL PANEL AT FASCIA/UPPER VOLUME



MASONRY/BRICK/CONCRETE BASE



PUBLIC ART



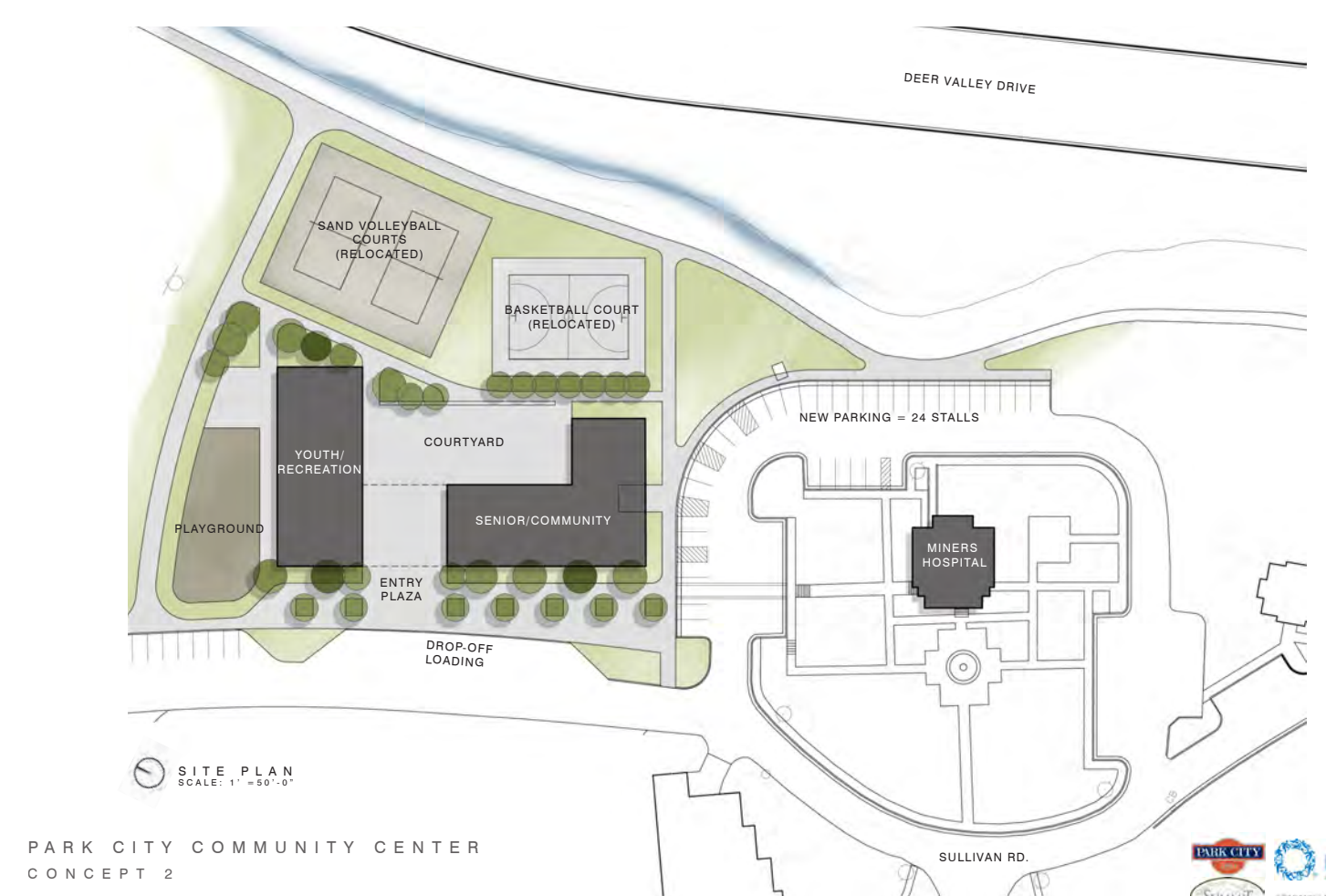
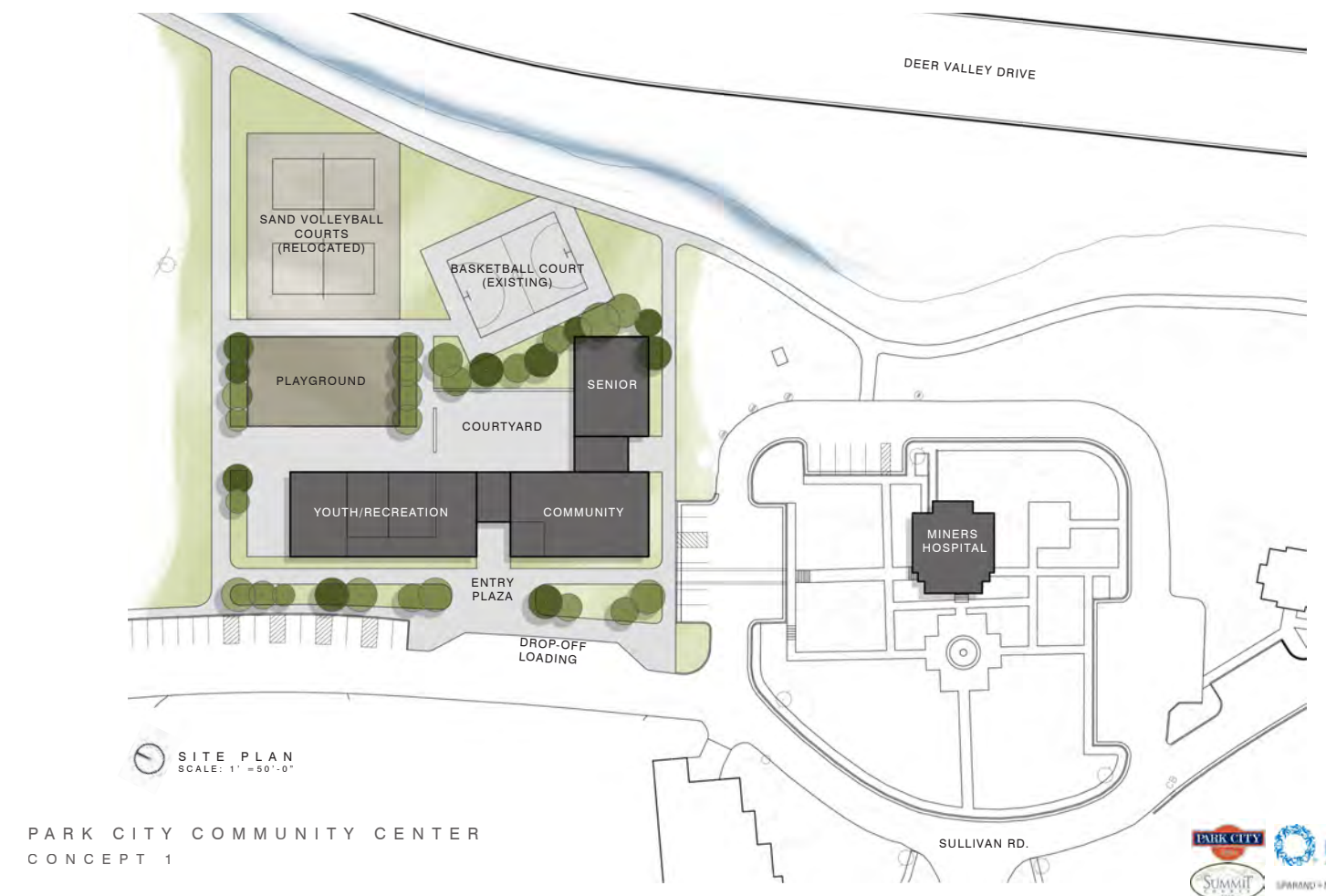
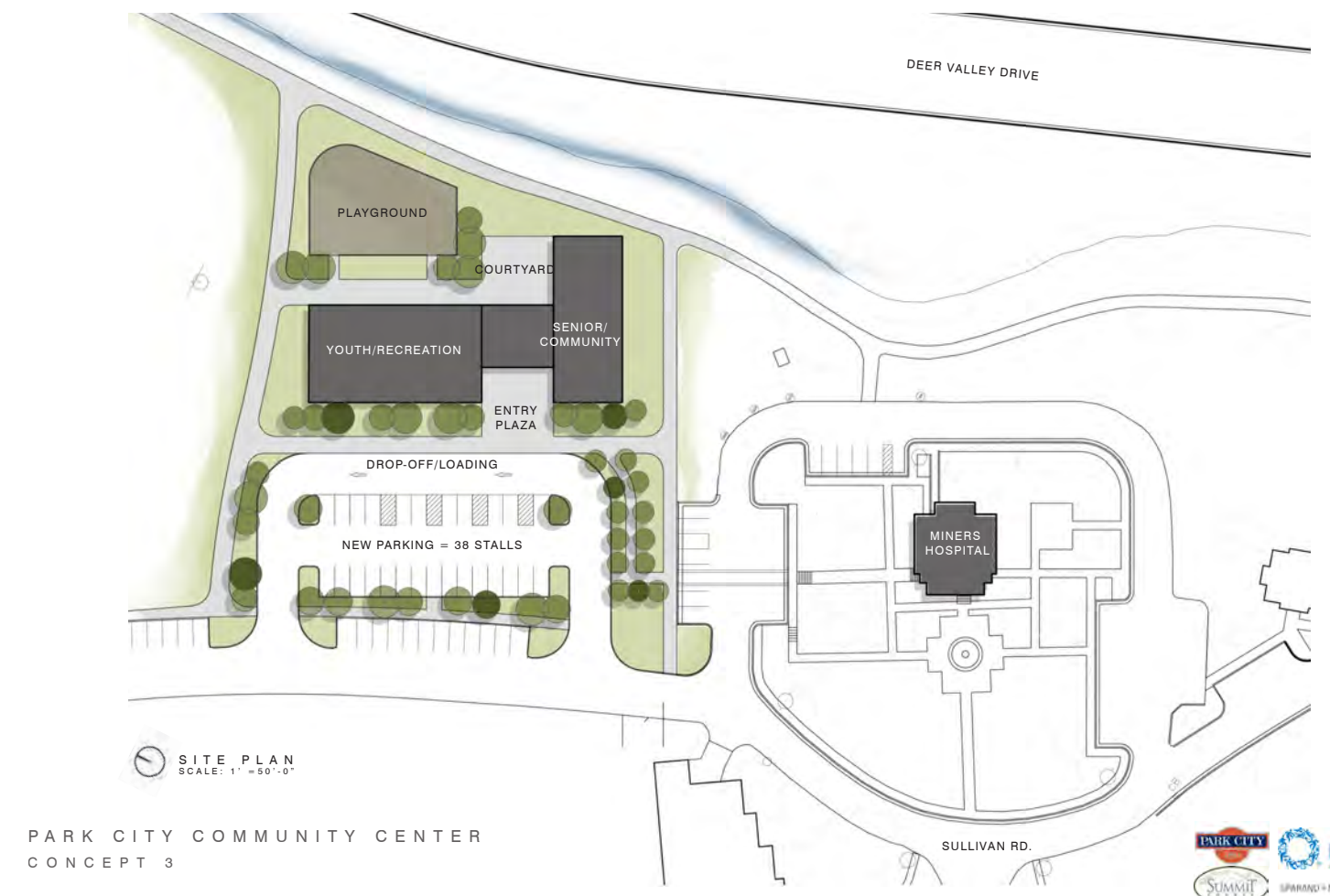
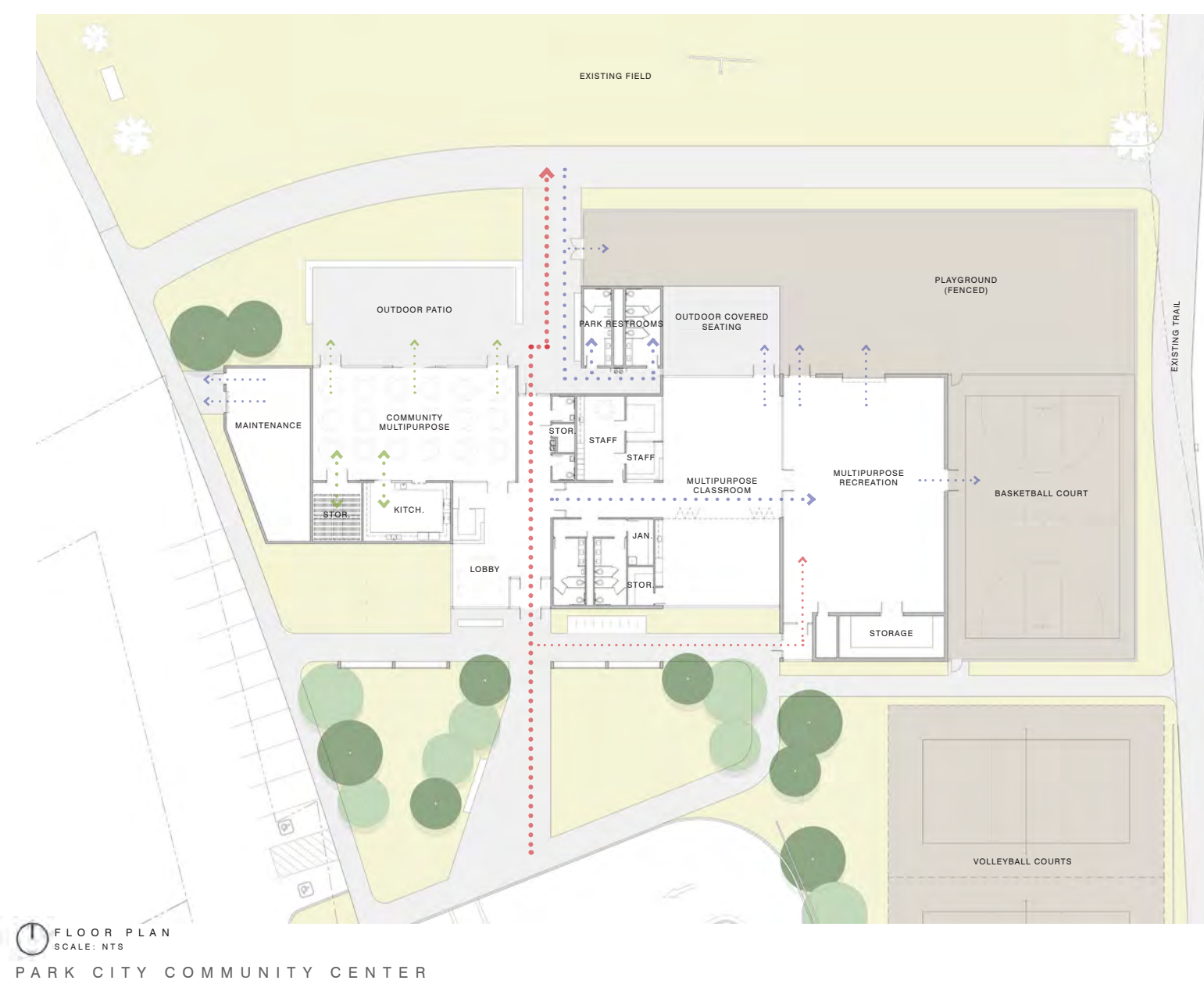
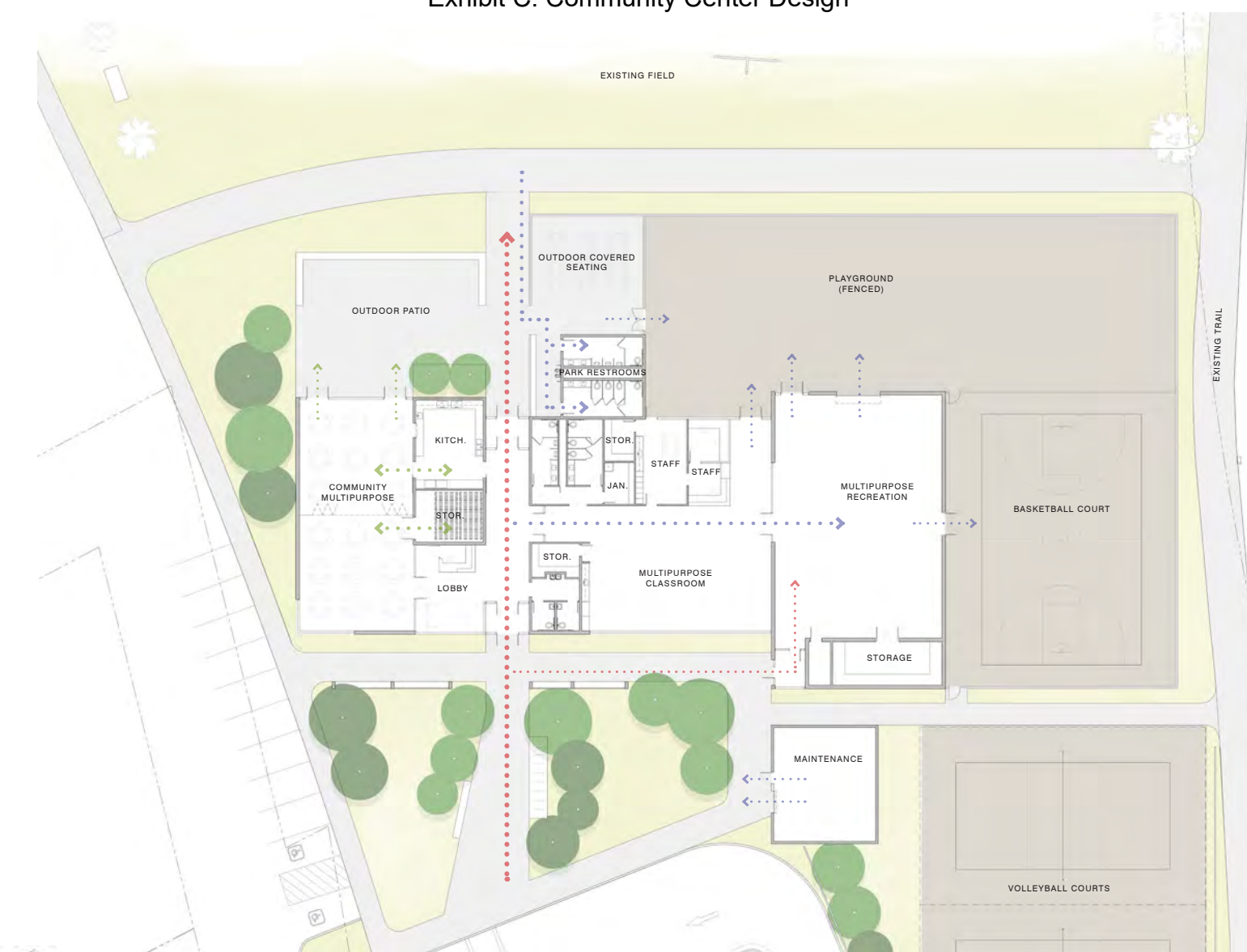
NATIVE LANDSCAPE



INTEGRAL LIGHTING/SEATING

CONCEPT MASSING AND DESIGN ELEMENTS

PARK CITY COMMUNITY CENTER





SOUTH FACADE - ENTRY VIEW

PARK CITY COMMUNITY CENTER



SPARANO + MOONEY ARCHITECTURE

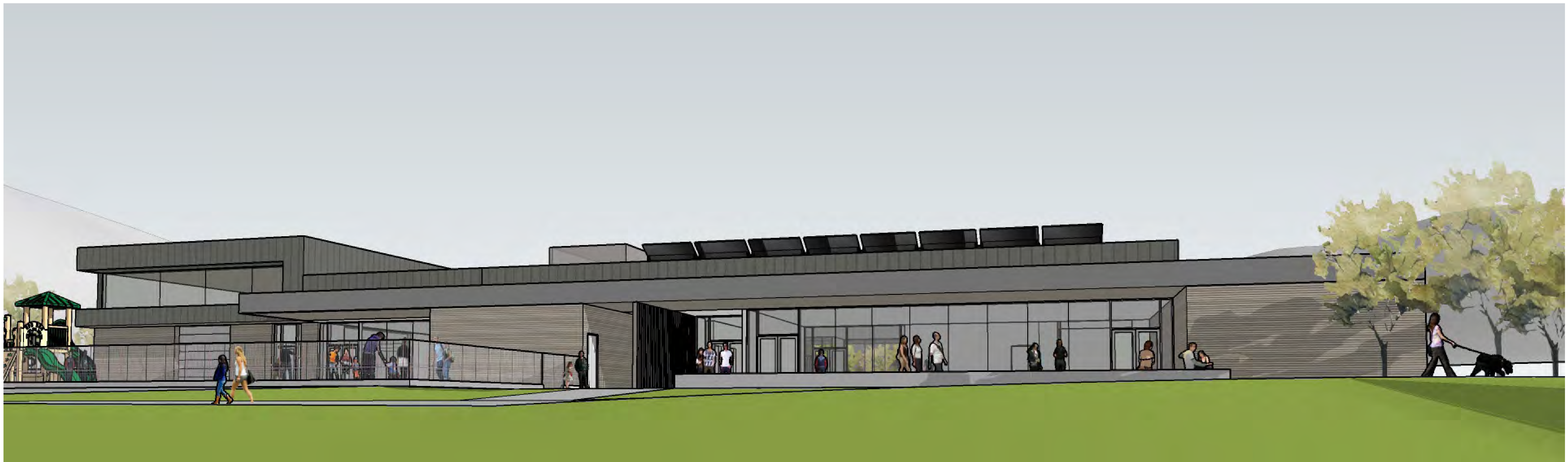


COVERED ENTRY VIEW

PARK CITY COMMUNITY CENTER



SPARANO + MOONEY ARCHITECTURE

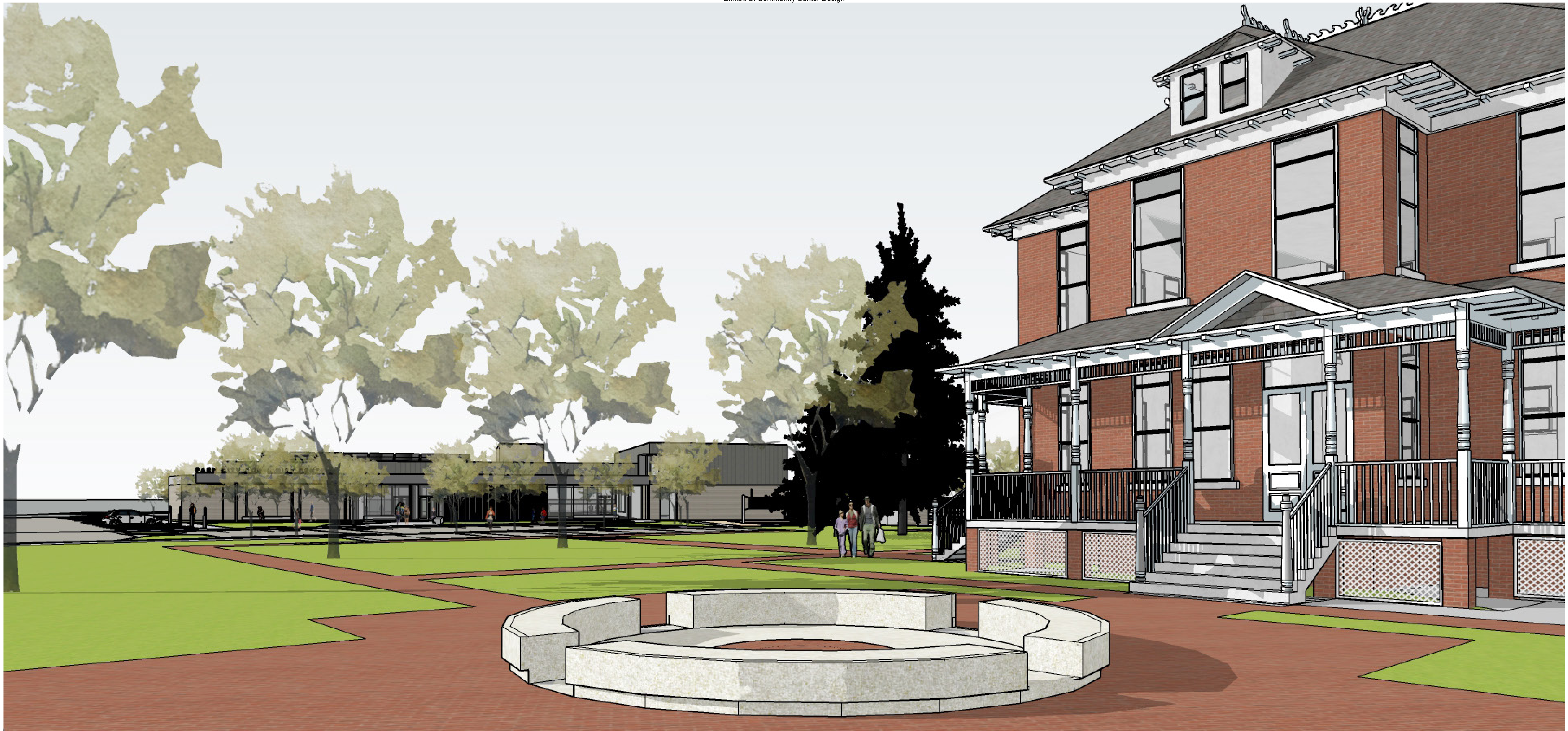


NORTH FACADE - PARK SIDE VIEW

PARK CITY COMMUNITY CENTER



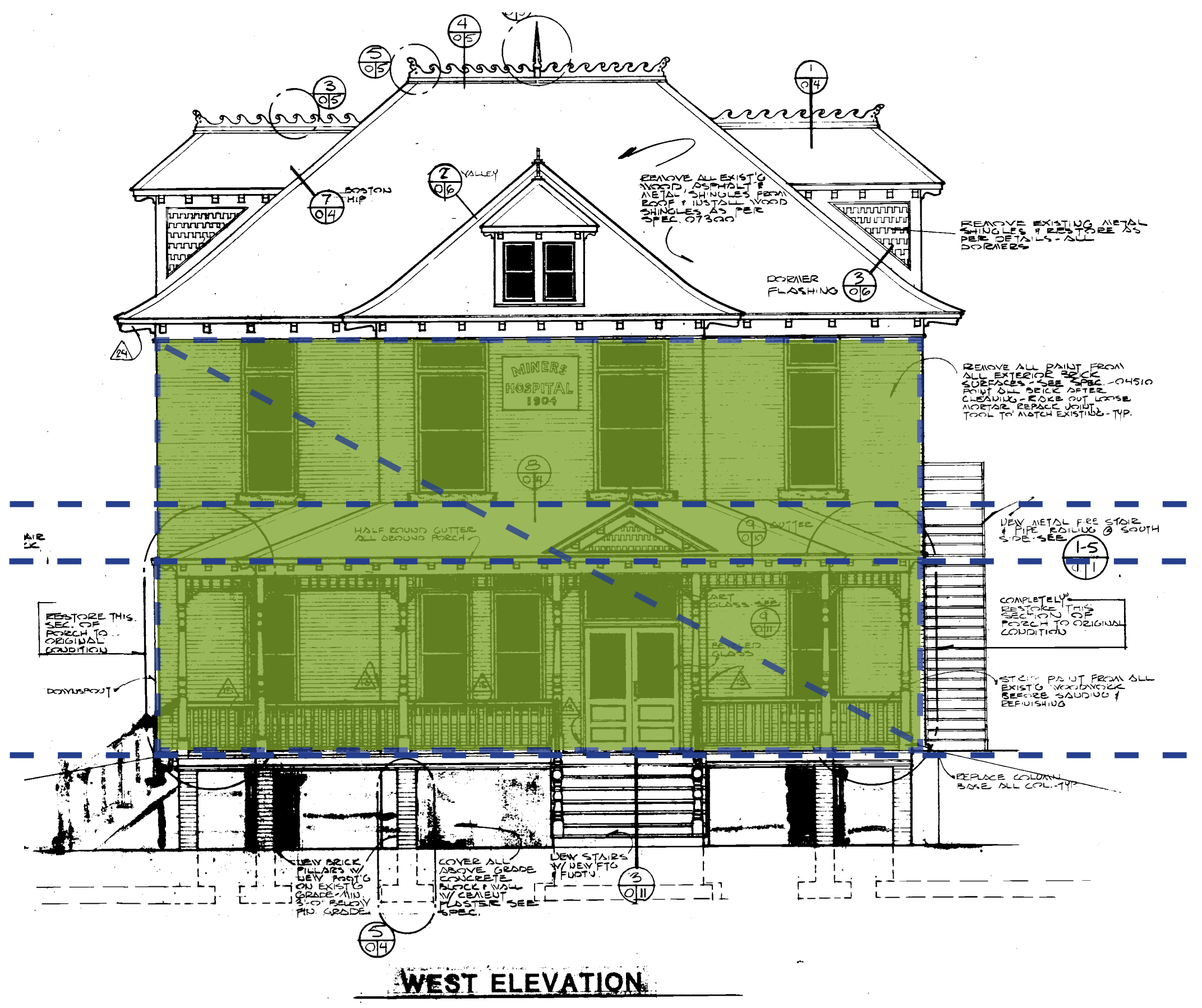
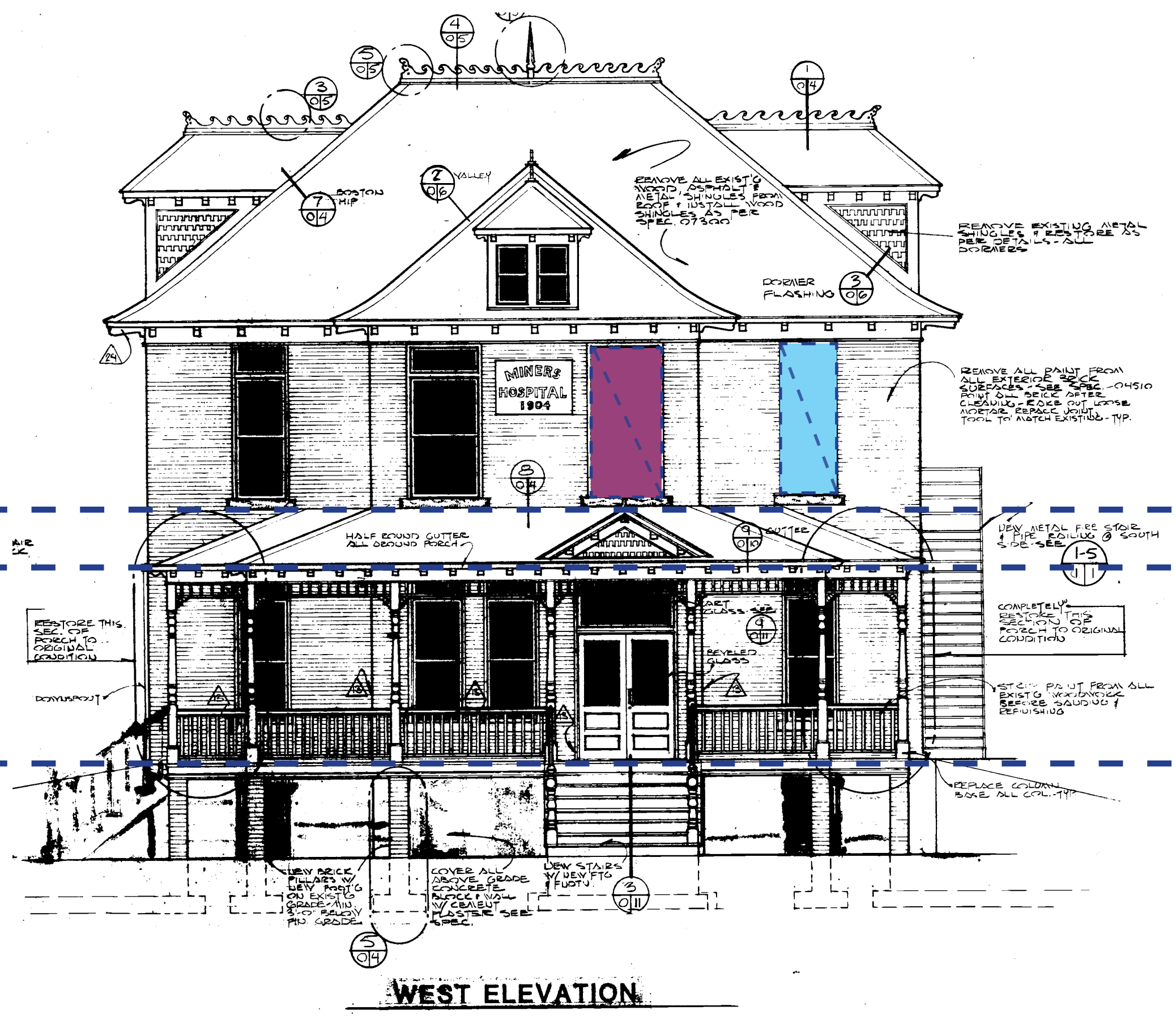
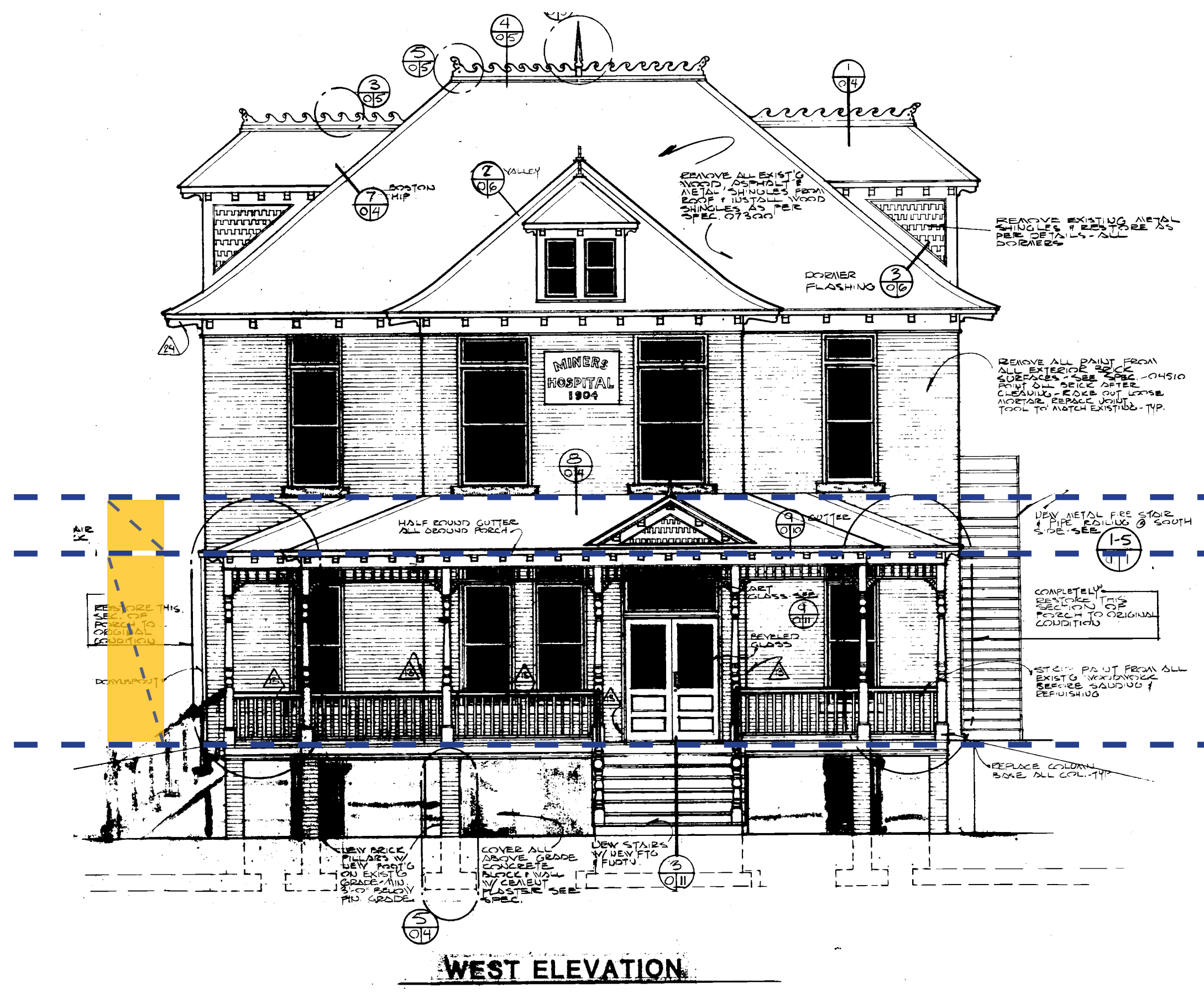
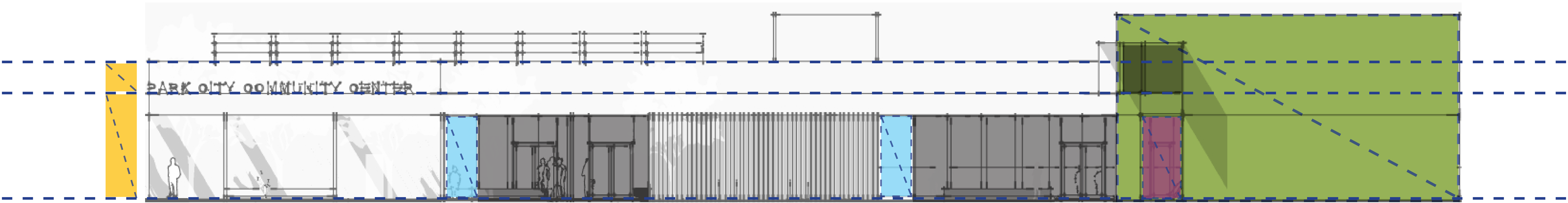
SPARANO + MOONEY ARCHITECTURE



VIEW FROM MINERS - LOOKING NORTH

PARK CITY COMMUNITY CENTER







A ALLIANCE
ENGINEERING

2700 W HOMESTEAD RD
STE. 50 & 60
PARK CITY, UT 84098
435.258.6934

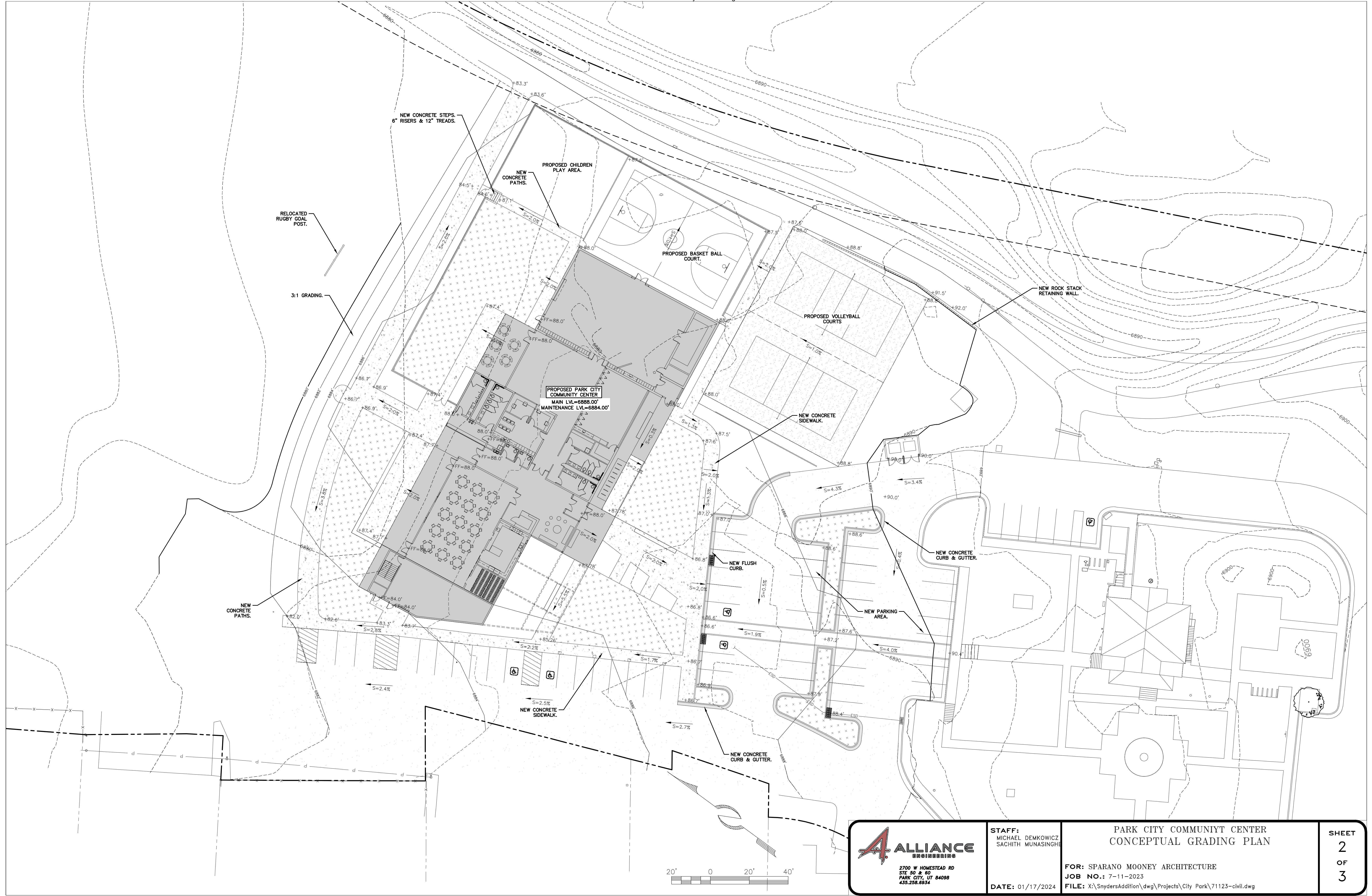
STAFF:
MICHAEL DEMKOWICZ
SACHITH MUNASINGHE


DATE: 01/17/2024

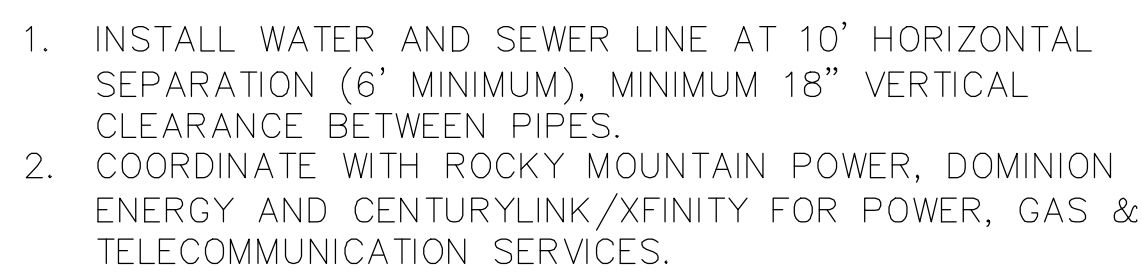
**PARK CITY COMMUNITY CENTER
SITE PLAN**

FOR: SPARANO MOONEY ARCHITECTURE
JOB NO.: 7-11-2023
FILE: X:\SnydersAddition\dwg\Projects\City Park\71123-civil.dwg

**SHEET
1
OF
3**



 ALLIANCE ENGINEERING 2700 W HOMESTEAD RD STE 50 & 60 PARK CITY, UT 84098 435.256.6934	STAFF: MICHAEL DEMKOWICZ SACHITH MUNASINGHE	PARK CITY COMMUNIYT CENTER CONCEPTUAL GRADING PLAN		SHEET 2 OF 3
	DATE: 01/17/2024	FOR: SPARANO MOONEY ARCHITECTURE JOB NO.: 7-11-2023 FILE: X:\SnydersAddition\dwg\Projects\City Park\71123-civil.dwg		



HEET
3
OF
3

Exhibit D: Community Center Square Footage Allocation

PARK CITY COMMUNITY CENTER FACILITY PROGRAM SUMMARY

January 2024

Community Center/Youth Camp	Net Assigned Square Ft.(NASF)	Notes/Requirements
Entry Vestibule	100 SF.	
Info/Waiting/Lobby	500 SF.	- Info/Reception Desk
Community Multipurpose/Event	2,000 SF.	- Direct connection to Outdoor Patio
Catering Kitchen	430 SF.	- Warming/Serving to support events
Table/Chair Storage	235 SF.	- Table/Chair Cart Storage
Youth Camp Check-in/Office	160 SF.	
Youth Camp Office	160 SF.	
Staff Support Room	330 SF.	- Staff Lockers, Sink, Food Prep.
Community/Youth Camp Multipurpose Classroom	2,200 SF.	- Sink, Room Divider System
Activity Storage	80 SF.	- Youth Camp art and activity supplies
Community/Youth Camp Multipurpose Recreation	3,100 SF.	- Sink, Bench with Cubbies
Multipurpose Storage	360 SF.	
Total: 9,655 NASF.		

Building Support	Net Assigned Square Ft.(NASF)	Notes/Requirements
Building Restrooms	500 SF.	
Janitorial Rooms	150 SF.	
Mechanical Room	700 SF.	
Electrical Room	160 SF.	
Communication Room	100 SF.	
Fire Riser Room	70 SF.	
General Building Storage	100 SF.	- Mechanical filters, attic stock, etc...
Total: 1,780 NASF.		

SPARANO + MOONEY ARCHITECTURE



pc recreation
A higher degree of play

Exhibit D: Community Center Square Footage Allocation

PARK CITY COMMUNITY CENTER FACILITY PROGRAM (Continued)

Park Restrooms/Maintenance	Net Assigned Square Ft. (NASF)	Notes/Requirements
Park Restrooms	500 SF.	
Maintenance Space	1,000 SF.	-Park/Building Supply/Equip. Storage**
Total: 1,500 NASF.		

Building Total NASF: 12,935 NASF

Building Total GSF: 15,850 GSF*

*Total Gross Square Footage (GSF) assumes a space factor of 1.2 (includes circulation, mechanical chases, interior/exterior walls).

Outdoor Space	Notes/Requirements
Entry Plaza	1,000 SF.
Outdoor Patio (Multipurpose/Event)	1,600 SF.
Playground/Covered Outdoor Seating	8,200 SF.
Basketball Court	4,320 SF.
(2) Volley Ball Courts	7,700SF.
Trash/Recycling Enclosure	180 SF.
Motor Vehicle Parking Stalls	TBD
Electric Vehicle Infrastructure	TBD
Bicycle Parking	TBD
Art Sculpture (Percent-for-Art Policy)	TBD
Splash Pad	TBD

** High pressure water access required for cleaning plazas, tables, etc...

SPARANO + MOONEY ARCHITECTURE



pc recreation
A higher degree of play

City Council Staff Report



Subject: Spring/Summer 2024 Paid Parking Plan
Author: Johnny Wasden, Manager
Departments: Parking Services
Date: February 15, 2024
Type of Item: Administrative

Recommendation

Receive a final report on the Fall 2023 paid parking holiday and provide feedback on the recommended Spring/Summer 2024 Paid Parking Plan.

The spring 2024 plan considers balancing parking demand and supply, the Historic Park City Alliance's (HPCA) request for an annual paid parking holiday, and the Main Street water improvement project's anticipated impacts.

Analysis

Parking Services implemented a free paid parking holiday from October 1 – December 15, 2023, based on input from the City Council at the [May 25, 2023](#) Council meeting.

Fall 2023 Parking Holiday Data

Parking data is collected through paid parking transactions. Since there were no parking transactions during the fall paid parking holiday, data was collected by hand-counting parked cars on China Bridge. **(Exhibit A)**. The data indicates no substantial deviation from regular usage with paid parking at off-peak rates (\$1/hour 6 pm-midnight). Conclusions may be reached that our existing paid parking rates remain low enough overall that they have little to no impact on overall Main Street visitation.

HPCA Request for Spring Parking Holiday

This year, the HPCA has requested another paid parking holiday in China Bridge from April 15 – May 31, 2024. The HPCA Board believes that with additional marketing efforts, the free parking holiday could increase utilization of China Bridge Garage.

Main Street Water Project Impacts

A significant water main project is slated to impact Main Street from Heber Avenue to 5th Street from April 1, 2024 – July 1, 2024. The 30 impacted stalls will be easily absorbed in the China Bridge Garage, where there is sufficient capacity, except on Park Silly Market Sundays.

Standard Paid Parking Rates

		December 15 - April 16	June 1 - September 30	April 15 - May 31 October 1 - December 14
Location	Rules	Winter Season	Summer Season	Off-Peak Season
Main Street	Time Limit	3 hours max	3 hours max	3 hours max
	11am-5pm	\$3 per hour	\$3 per hour	\$1 per hour
	5pm-12am	\$5 per hour	\$5 per hour	\$2 per hour
Brew Pub	Time Limit	3 hours max	3 hours max	3 hours max
	11am-5pm	\$3 per hour	\$3 per hour	\$1 per hour
	5pm-12am	\$5 per hour	\$5 per hour	\$2 per hour
China Bridge	Time Limit	No max	No max	No max
	8am-6pm	\$1 per hour/5th hour \$30	FREE	FREE
	6pm-12am	\$4 per hour	\$4 per hour	\$1 per hour
	Employee Permit Allowed- OTE, OTB, CARPOOL			
Swede Alley	Time Limit	4 hours max	4 hours max	4 hours max
	8am-5pm	\$1 per hour	FREE	FREE
	5pm-12am	\$4 per hour	\$4 per hour	\$1 per hour
Bob Wells Plaza	Time Limit	4 hours max	4 hours max	4 hours max
	8am-5pm	\$1 per hour	FREE	FREE
	5pm-12am	\$4 per hour	\$4 per hour	\$1 per hour
Flag Pole		Employee Permit Required OTE, OTB, CARPOOL		
Galleria	Time Limit	1 hour max	1 hour max	1 hour max
	8am-5pm	\$1 per hour	FREE	FREE
	5pm-12am	\$4 per hour	\$4 per hour	\$1 per hour
North Marsac	Time Limit	24 hours max	24 hours max	24 hours max
	8am-5pm	1 per hour/5th hour \$30	FREE	FREE
	5pm-12am	\$4 per hour	\$4 per hour	FREE
Upper & Lower	Time Limit	24 hours max	24 hours max	24 hours max
Sandridge	12am-5am	FREE	FREE	FREE

* Times not listed imply free parking. Be aware of posted No Parking 2am-6am regulations.

Considerations

2 Hour Visitor Stalls

To facilitate shorter duration visits to Main Street and adequate turnover, we installed 12 free, 2-Hour Visitor parking stalls near the entrances to China Bridge. These are active 24/7 all year and hopefully provide special and unique access for long-time locals and quick visits to Main Street.

Employee Parking

Park City has an expansive downtown employee permit parking program to support small businesses on Main Street. For example, businesses and employees can purchase permits to park in China Bridge and Flagpole lots online. Ensuring valuation is maintained in these permits is an important consideration when evaluating free parking options. We recommend no change to our existing program yet remain open to customer feedback and continuous improvement. Feedback can be provided [here](#).

Funding

The financial impact of waived fees should be considered when evaluating an enterprise fund's operations, and future or annual paid parking holidays.

- Estimated revenue for parking from April 15 – May 31 is \$85,000
- Estimated revenue for parking from April 1 – July 1 is \$133,000

Parking revenues are used to fund the department, upkeep facilities, and contribute to capital improvement projects to benefit the community.

Conclusion

The Old Town parking program plays a critical role in managing access to Main Street and balancing often competing interests. Key contributing goals include maintaining demand-based parking, reducing traffic congestion, and implementing viable solutions to accommodate those traveling to and from Old Town, including employees.

Parking Services recommends maintaining the paid parking program through the spring, summer, and fall seasons, including during the water project. Based on the collected data from the fall parking holiday, Parking Services does not recommend the free parking holiday.

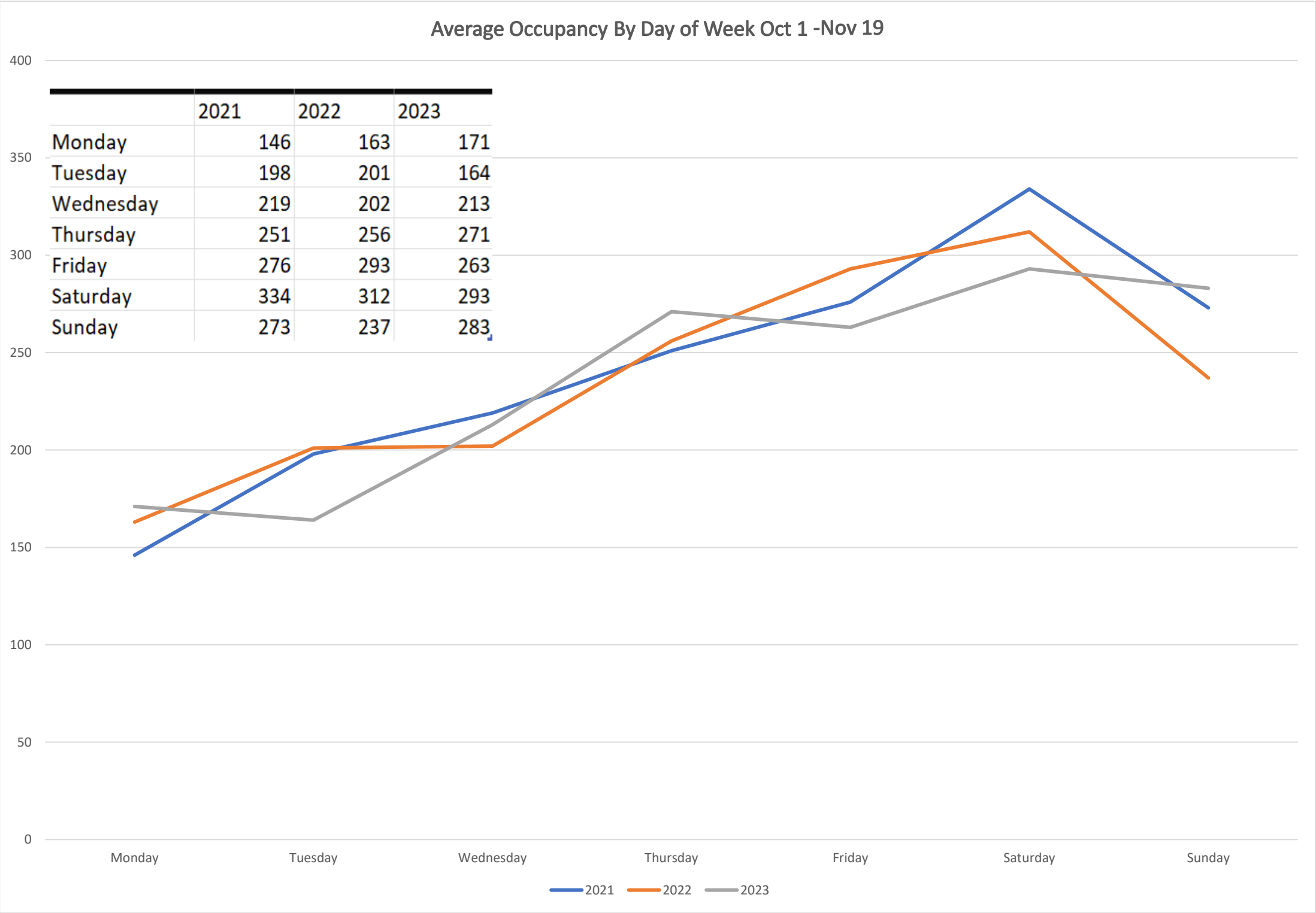
Exhibits

[EXHIBIT A – Fall China Bridge Occupancy Paid Vs Free](#)

[EXHIBIT B – HPCA Spring Parking Holiday Request Letter](#)

Occupancy By Date Oct 1 -Nov 19 – Comparison by Year

	2021	2022	2023
1-Oct	384	382	260
2-Oct	391	290	198
3-Oct	315	198	229
4-Oct	110	201	252
5-Oct	205	197	243
6-Oct	215	248	281
7-Oct	205	324	310
8-Oct	316	371	262
9-Oct	382	234	218
10-Oct	269	199	262
11-Oct	181	232	254
12-Oct	213	202	354
13-Oct	240	256	391
14-Oct	261	448	463
15-Oct	297	386	330
16-Oct	376	237	224
17-Oct	332	181	219
18-Oct	190	218	233
19-Oct	208	206	278
20-Oct	193	219	302
21-Oct	268	299	298
22-Oct	312	319	275
23-Oct	378	305	189
24-Oct	250	195	217
25-Oct	157	203	239
26-Oct	201	181	293
27-Oct	223	257	266
28-Oct	219	370	336
29-Oct	289	381	239
30-Oct	371	178	166
31-Oct	508	498	470
1-Nov	139	190	225
2-Nov	154	201	272
3-Nov	188	291	322
4-Nov	203	313	360
5-Nov	254	382	196
6-Nov	302	223	181
7-Nov	220	179	172
8-Nov	196	187	239
9-Nov	206	235	273
10-Nov	212	212	311
11-Nov	233	258	382
12-Nov	278	303	243
13-Nov	302	233	203
14-Nov	237	190	224
15-Nov	194	174	288
16-Nov	214	191	232
17-Nov	204	157	272
18-Nov	231	252	346
19-Nov	267	313	257





February 6, 2024

RE: 2024 Spring Parking Request

On behalf of the HPCA, we respectfully submit the following request for consideration:

With the purposed Water Project, which will be extremely disruptive to Main Street businesses, we kindly ask that Council consider bringing back the Free Parking in China Bridge program April 2024 throughout the duration of the project. With the Spring season already being a slower time of year, compounded with a high-impact construction project, working together we can ensure we are doing what we can to attract locals and visitors to Main Street during this time.

In addition, we suggest that every effort be made to maintain Trolley service during the construction phase. While we understand that the Trolley route may need to be adjusted, we feel that this service is important to the guest experience and success of the street.

Thank you in advance for your time and consideration. Please feel free to contact me if additional discussion is needed.

A handwritten signature in black ink that reads "Ginger Wicks".

Ginger Wicks
HPCA Executive Director

City Council Staff Communications Report



Subject: Community Engagement Quarterly Update
Authors: Linda Jager, Tanzi Propst, Emma Prysunka, Clayton Scrivner
Department: Community Engagement
Date: February 15, 2024
Type of Item: Informational

Executive Summary

Our ongoing mission to "foster communication and connection between the community and Park City Municipal" is an everyday focus for our four-member team. The 4th Quarter of 2023 closed out a year full of notable Community Engagement initiatives. This Report comprehensively summarizes many activities from October to December 2023. We welcome feedback from the Council and the public to help enhance our performance and mission.

Progress Overview and Highlights

Digital Content and Strategy

Our Team utilizes a variety of digital communication tools and social media platforms — including Facebook, Instagram, Twitter, and Nextdoor — to keep our residents and community stakeholders informed and engaged. We also send a Municipal Newsletter every three weeks, execute email marketing outreach, utilize the Engage Park City platform, and regularly update the City's website to inform and engage with residents and stakeholders. A comprehensive overview of our social media efforts is captured in our most recent report in Exhibit A. Highlights of note include:

- Video views – 104,635 – are up 60.9% when compared to Q4 2022.
- A 4.2% increase in our social media audience – 16,458 – from Q4 2022.
- 36,881 engagements (number of times users interacted with our content) across all social media platforms – up 60.1% from Q4 2022.
- 1,022,130 impressions (number of times our content was displayed to users) across all social media platforms – an increase of 64.8% from Q4 2022.
- PCMC Newsletter and email open rate (54.98%) continues exceeds local government industry standard (19.4%). A 1.07% increase in link clicks in our email marketing messages from Q4 2022.



Strategic Communications

Media relations and coordination require constant proactive messaging and responsive, coordinated, and strategic responses across the organization. We consistently engage with local and regional media outlets, working toward positive and cooperative relationships through proactive outreach and timely handling of inquiries. While it is impossible to include every conversation, phone call, or decision point in a staff report, here are some of the highlights from our Q4 media relations/communications efforts:

- Four City Council preview videos, agenda ads, KPCW previews/recaps, and six City Council recap social media posts.
- Three Planning Commission recap media posts
- Nine City Briefs
- Eight press releases
- Four City newsletters
- Four KPCW PSAs.
- KPCW interviews on City initiatives, events, and programs
- Crafted and launched a communications plan for the new Public/Private Partnership with Deer Valley



Stakeholder Outreach

We are committed to fostering meaningful communication with all stakeholders. To achieve this, we work closely with each department to ensure the design and implementation of professional and effective stakeholder engagement campaigns. These efforts include Citywide mailings, open houses, surveys, Engage Park City projects, publications, and awareness campaigns. We aim to inform our stakeholders, invite feedback, and measure community sentiment around various issues. A list of some highlights of Q4 stakeholder engagement and outreach include:

- Bonanza Park Small Area Plan and 5-Acre Feasibility Study
- Clark Ranch Affordable Housing Development
- Housing and Active Transportation Land Management Code Amendments

- [Help us Name our New Snow Groomer](#)
- [EmPOWERment Project](#)
- [EngineHouse](#)
- [Fluoro Ski Wax Take Back Program](#)
- [FY24 Budget Guide](#)
- [Land Management Code Amendments](#)
- [Live Park City Lite Deed Program](#)
- [Park City Bus Stop Improvements](#)
- [Park City Childcare Needs-Based Scholarship Program](#)
- [Park City Recreation General Obligation Bond](#)
- [Peak Day Mitigation Program](#)
- [Ride On](#)
- [Special Event Impact Outreach:](#)
 - Miners Day
 - Shot Ski
 - Halloween
 - Sundance Film Festival
- [Sundance Community Guide](#)
- [Three Kings Water Treatment Plant](#)
- [Upper Main Street Improvement Project](#)
- [Wildfire Mitigation Program/Pile Burning](#)



Community Events

During Q4, we supported various community events through collaborative efforts with the Resident Advocate, the Mayor's Office, and our department liaisons. Our Team led or assisted with the planning, promotion, and staffing of the following:

- EngineHouse Apartments Groundbreaking
- Fall Projects Open House
- Stories Of Service Veterans Day Panel
- Boy Scout Troop #72 visit
- Brownie Troop #862 visit
- [SR-248 Transit Express Shoulder Opening](#)
- Meet Up with the Mayor series

Looking Forward

As we continually strive to elevate our level of service, we will focus on planning and implementing the following programs and initiatives over the next few months:

- PC Tots Ribbon Cutting
- 9th & 10th Street Stairs Ribbon Cutting
- Mayor & Council in the Neighborhood series
- Meet up with the Mayor series
- State of Park City event and community gathering

Exhibits

Exhibit A: Park City Municipal Quarterly Social Media Report



Park City Municipal Corporation

SOCIAL MEDIA REPORT

[QUARTERLY: OCTOBER-DECEMBER 2023]

Table of Contents

[Social Media Goals / KPIs](#)

[Insights](#)

[Progress Snapshot \(October-December\)](#)

[Top Performing Posts](#)

[Audience Demographics](#)

[Quarterly Performance Breakdown \(all channels\)](#)

- [Nextdoor](#)
- [EngageParkCity.org](#)
- [MyEmma Email Marketing](#)

[Contact Information](#)

[Glossary of Metrics](#)



Social Media Goals / KPIs

Goals

- Reach and engage with the Park City community through creative content and informative posts.
- Encourage more active participation from the Park City community in local government initiatives through calls to action.

KPIs

- Reach
- Link Clicks
- Video Views
- Shares
- Likes / Reactions
- Comments
- Engagements
- Audience (Subscribers / Followers)
- Time on Page

Insights

Wins

- * We crossed the 1M threshold with our impressions in Q4 — an increase of 64.8% from Q4 2022.
- * Our most popular link on LinkTree (Instagram) was *Live Park City Lite-Deed Restriction Program* with 57 clicks.
- * **We collaborated with Park City Mountain on their resort's opening day for a Reel, garnering our highest video views to date across platforms.**
- * Our NextDoor content was displayed to users 6,606 more times in Q4 2023 than in Q4 2022.
- * We saw a 3.99% increase in opens in our email marketing through MyEmma in Q4 2023 (when compared with Q4 2022).
- * We added some humor to our Peak Day messaging, sharing GIFs and memes across platforms. Our audience responded well to this! (More on this in the January 2024/Q1 2024 reports.)

Challenges

- * Twitter is still not reporting demographics information.
- * **ParkCity.org website stats still in limbo.**

Key Takeaways / Opportunities

- * We saw a pretty big jump in our MyEmma email marketing subscribers (114 new) in Q4 2023. How can we leverage that new audience to amplify our story and update on our progress on local projects?
- * **Our “Winter Stoke” campaign performed well. Let’s think of how we can amp up Olympic excitement as the announcement for SLC 2034 nears during the Paris Games this summer.**
 - o Additionally, our “Sunday Postcard” landscape images performed well. Tanzi is working on continuing this as a year-round campaign.

Progress Snapshot (October–December)

AUDIENCE

16,458

An increase of 4.2% from
October–December 2022.



PUBLISHED POSTS

753

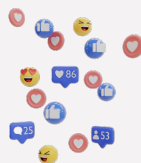
Compared to 742 posts
throughout
October–December 2022.



ENGAGEMENTS

36,881

Up 60.1% from
October–December 2022.



VIDEO VIEWS

104,635

An increase of 60.9% from
October–December 2022.



IMPRESSIONS

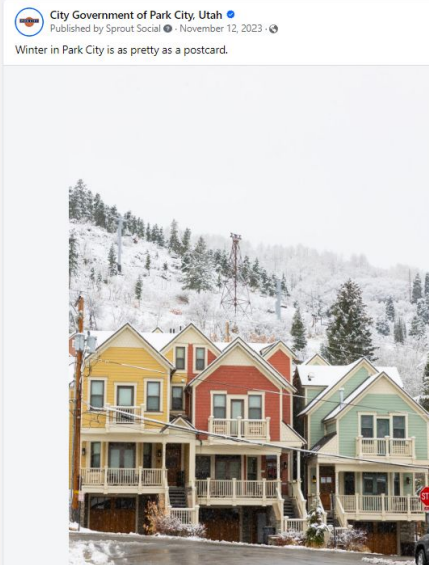
1,022,130

An increase of 64.8% from
October–December 2022.



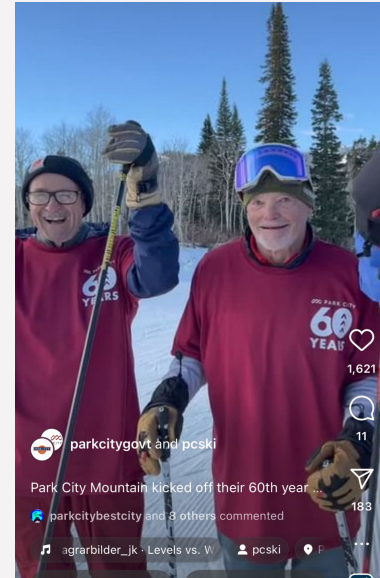
Top Performing Posts

HIGHEST REACH/HIGHEST ENGAGEMENT



This post reached 197,626 unique accounts on Facebook alone and was engaged with 7,285 times.

MOST VIDEO VIEWS

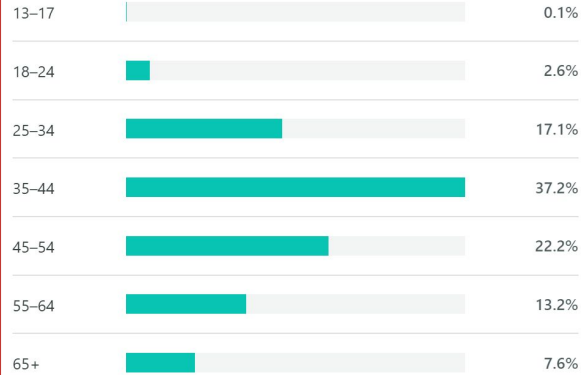


64,071 views (on Instagram alone) on an 18 second Reel.

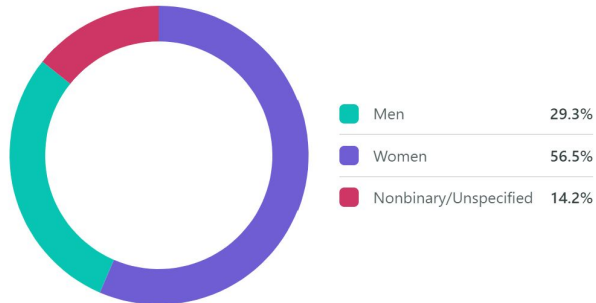
Audience Demographics

FACEBOOK

Audience by Age



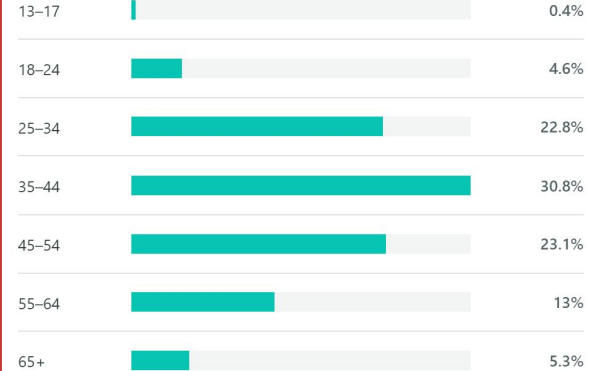
Audience by Gender



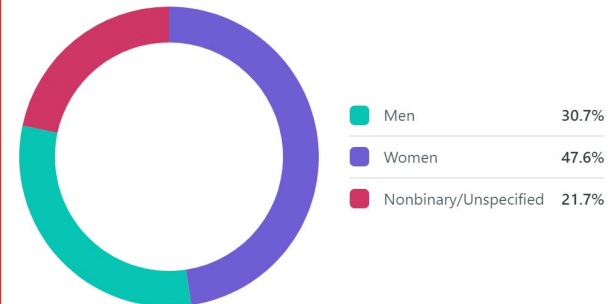
Mostly women, ages 35-44.

INSTAGRAM

Audience by Age



Audience by Gender



Mostly women, ages 35-44.

Monthly Performance Breakdown

CHANNEL	NEW FOLLOWERS	# OF POSTS PUBLISHED	ENGAGEMENT	LINK CLICKS	VIDEO VIEWS
Instagram (Posts + Reels)	271 (7,832 total)	329 (149 Stories)	12,702	457	94,818
Facebook	355 (6,244 total)	209	23,159	838	8,462
X	36 (2,382 total)	215	1,020	262	1,355
NextDoor	184 (4,580 total)	79	N/A	N/A	N/A
TOTAL	846 (21,038 total)	981	36,888	1,557	104,635

Quarterly Performance Breakdown — Nextdoor

Search Nextdoor

City of Park City

A former silver mining town, Park City is now home to ~8,500 residents, two world-class ski resorts, and many special and cultural events. Park City is a proud alpine host for the 2002 Olympic Winter Games. PCMC Social Media Commenting See more...

Edit page description
Share

Post
 Poll
 Alert

Viewing posts from your agency.

Filter ...

City of Park City ✓
Digital Communications Coordinator Tanzi Propst • 2 days ago

High five to our snow plow crews! 🙌 to our plow drivers working around the clock to keep the City's streets cleared! <https://townlift.com/2022/12/weathering-the-storm-winters-daily-challenges-for-park-city-snow-plow-crews/>

Weathering the storm: winter's daily challenges for park city... >
townlift.com

Posted to Subscribers of City of Park City

8 • 355 Impressions
 Like
 Comment
 Share

Add a comment...

City of Park City ✓
Digital Communications Coordinator Tanzi Propst • 5 days ago

City of Park City

4,005 members
2,613 claimed households
35 neighborhoods

[Invite](#)

Details

City of Park City
445 Marsac Ave
Park City, UT 84060
[Get directions](#)

(435) 615-5000
 media@parkcity.org
 parkcity.org

HOLIDAY HOURS

FOLLOWERS

4,230

IMPRESSIONS

35,631

PUBLISHED POSTS

79

Quarterly Performance Breakdown — EngageParkCity.org

TOTAL VISITS

1,982

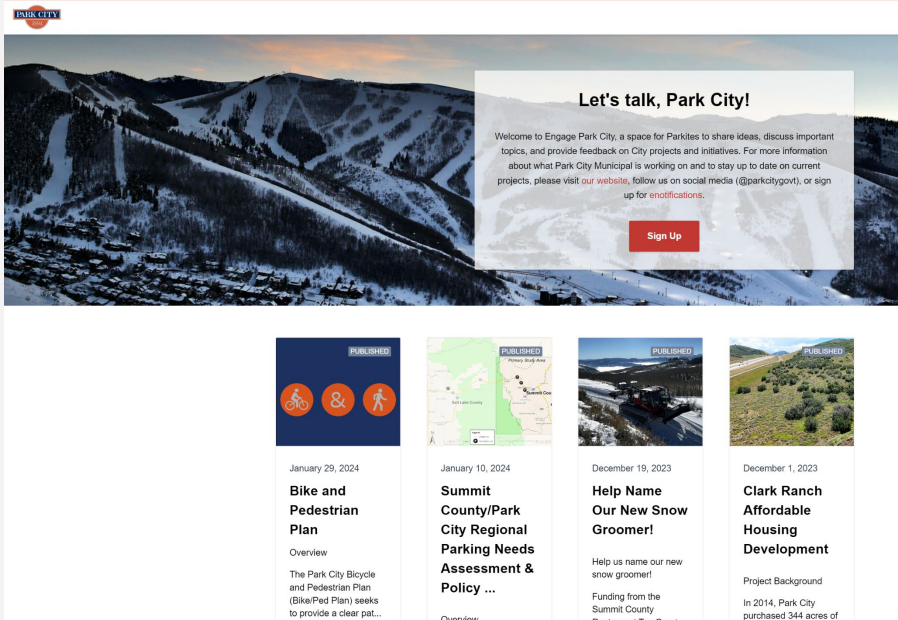
INFORMED VISITORS

525

TOP PAGE

273 participants

Land Management Code
Amendments: Incentivizing
Affordable Housing & Reducing
Reliance on Cars



Quarterly Performance Breakdown — MyEmma

OPEN RATE

54.98%

10,048 opens.

Industry standard for local governments is 19.4%.

CLICK RATE

3.86%

864 clicks.

Industry standard for local governments is 2.8%.

CAMPAIGNS SENT

7

A 50% decrease from October–December 2022.

RECIPIENTS

6,492

A net increase of 114 subscribers.

Contact Information

Tanzi Propst

Cell: (385) 266-3728

Email: tanzi.propst@parkcity.org



Need to know more?

Want to provide feedback?

Seeking clarification?

Glossary of Metrics

<u>METRICS</u>	<u>DEFINITION</u>	<u>SIGNIFICANCE</u>
CAMPAIGN	An email/eblast that we shared with our subscribers.	Tells us how many email messages we sent.
CLICK RATE	How many times users clicked on a link.	Tells us how many users are clicking on the links we provided.
CLICK-THROUGH RATE (CTR)	The percentage of users who see our post and also click on it.	Tells us how engaging users find our content.
ENGAGEMENT RATE	The amount of interaction — likes, shares, comments, saves — a piece of content receives.	Tells us how engaging users find our content.
IMPRESSIONS	How many times our post has been shown to users (not unique).	Tells us how often users are seeing our content.
INFORMED VISITORS	Users that have taken some sort of action on our project page(s).	Tells us what users might be interested in and what topics they are concerned with.
KPI	Key Performance Indicator(s). A quantifiable measure of performance over time for a specific objective.	Provides targets for us to shoot for, milestones to gauge our progress and insights that help us make better social media strategy decisions.
REACH	How many users have seen our post(s) (unique).	Helps us understand how large our audience is and measures our progress toward spreading brand awareness.
SESSION DURATION	Time a user spends on a webpage.	Tells us how long users are spending on a page and what pages are of importance to them.



City Council Staff Communications Report

Subject: Bicycle and Pedestrian Plan Update
Author: Alex Roy, Assistant Transportation Planning Manager
Anna Maki, Transportation Planner
Department: Transportation Planning
Date: February 15, 2024

Summary

Park City's Bicycle and Pedestrian Plan (PC Bike and Ped Plan) aims to provide a clear and predictable path forward to enable the next decade of our community's walking and biking capital investments.

Expanding the world class biking and walking infrastructure is one of Park City's six guiding transportation principles within [Park City's adopted long-range transportation plan, Park City Forward](#). Park City has a long history of investing heavily in biking and walking infrastructure. For example, the League of American Bicyclists recently awarded Park City the Bicycle Friendly Community Gold Level (Utah's highest ranking), and we aim to build on this excellence throughout the next decade.

The PC Bike and Ped Plan will include an updated bike and pedestrian network, a priority project identification, potential funding sources, and new policy recommendations. To identify and prioritize bike and pedestrian projects, the PC Bike and Ped Plan began conducting outreach events and developing a draft concept of a new bike/ped network in 2021. Unfortunately, Phase 1 was paused in 2022 due to staff turnover. In the spring of 2023, we resumed the Bike and Ped Plan by initiating a new series of community conversations and providing a [City Council Staff Communications Report](#) in May 2023.

A final round of outreach is underway to prioritize community feedback into project types and refine the new bike and pedestrian network draft. This Staff Communications Report overviews the prior and upcoming PC Bike and Ped Plan outreach.

Phase 1 Outreach [2021-2022]:

- **Engage Park City Webpage and Survey [English and Spanish]**
The project team created and distributed a community survey in the fall of 2021. The survey was distributed at a community open house, online through the [Engage Park City](#) webpage, and via direct mailers. 720 people completed the survey. More information and survey results can be found in Exhibit A
- **Spring and Fall Projects Open House**
Community input was gathered at the 2021 PCMC Fall Projects Open House and the 2022 PCMC Spring Projects Open House.

Phase 2 Outreach [2023-2024]:

- **Engage Park City Webpage [English and Spanish]**
The Engage Park City platform for the PC Bike and Ped Plan is updated to include a short community survey and comment map. We encourage the community to visit [the project webpage](#) and share their feedback regarding project priorities and the expanded draft network.
- **Bicycle and Pedestrian Plan Open House [English and Spanish]**
A city-wide open house will be held on Tuesday, February 27th, 2024, at the Double Tree by Hilton (The Yarrow). The community open house will be held in conjunction with the land management code update project. Outreach is being conducted using mailers, social media, and newsletters.
- **Stakeholder Committee**
A project Stakeholder Committee met in late winter 2023 and will meet again in spring 2024 to discuss the expanded bike and pedestrian network and policy concepts.
- **Community Conversations**
Recognizing the importance of localized communication in residential areas, the project also held three neighborhood workshops in the spring of 2023.
- **Open House**
An open house was hosted in the spring of 2023 at the Park City Museum in Prospect. Attendees provided comments on bike and ped priorities in Park City.
- **Park Silly Sunday Market**
The project team attended one Park Silly Market in the summer of 2023 with a draft network map. Booth visitors were informed of the plan and encouraged to comment on the network.
- **Fall Projects Open House**
The draft bicycle and pedestrian network map was highlighted at the 2023 PCMC Fall Open House. Attendees were presented with project information and encouraged to comment on the network.

The project team is committed to fostering an inclusive plan-making process despite a delay in our efforts. The input of our community members is essential to the long-term success, feasibility, and community buy-in of the elements proposed within a new PC Bike and Ped Plan. The outreach results and new network will be presented to the Council in spring 2024.

COMMUNITY SURVEY SUMMARY

Park City Bicycle and Pedestrian Plan





Park City Municipal Corporation is developing an Active Transportation Plan and we need your input! This Plan will help us identify opportunities to make getting around by walking or bicycling safer and easier.

Take this
survey online
engageparkcity.org/active



How frequently do you use the following travel methods in the **SUMMER**? ☀️

	Every day	A few times / week	A few times / month	Less than once / month	Never
Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How frequently do you use the following travel methods in the **WINTER**? ❄️

	Every day	A few times / week	A few times / month	Less than once / month	Never
Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

🚶 What is the biggest reason you don't **walk** more?

🚲 What is the biggest reason you don't **bike** more?

🚶 What word or phrase would you use to describe **walking** in Park City **today**?

🚲 What word or phrase would you use to describe **bicycling** in Park City **today**?

🚶 What word or phrase would you use to describe your hope for **walking** in Park City in **10 years**?

🚲 What word or phrase would you use to describe your hope for **bicycling** in Park City in **10 years**?

If you were mayor for a day, how would you spend \$100?

- \$ _____ Building new sidewalks
- \$ _____ Repairing or widening existing sidewalks
- \$ _____ Building trails
- \$ _____ Repairing or widening existing trails
- \$ _____ Installing on-street bikeways
- \$ _____ Improving crossings (crosswalk markings, signs, traffic signals, etc.)
- \$ _____ Adding bikeshare stations
- \$ _____ Installing traffic calming (speed humps, curb extensions, neighborhood traffic circles, etc.)
- \$ _____ Other _____
- \$ 100 TOTAL**

Please use this section to leave any additional comments about walking and bicycling in Park City or to expand on an answer from the front of this page.

The following questions are optional and are only intended to help us get input from a representative cross-section of Park City's population. All responses to this survey will be anonymized.

What is your relationship to Park City?
[check all that apply]

- ☐ I live in Park City
- ☐ I work in Park City
- ☐ I go to school in Park City
- ☐ I own property in Park City
- ☐ I own a business in Park City
- ☐ I visit and/or recreate in Park City
- ☐ Other: _____

What is your home ZIP code?

What is your age?

- ☐ 17 years old or younger
- ☐ 18 to 24 years old
- ☐ 25 to 34 years old
- ☐ 35 to 44 years old
- ☐ 45 to 54 years old
- ☐ 55 to 64 years old
- ☐ 65 years old or older

What races or ethnicities do you identify with?
[check all that apply]

- ☐ African American or Black
- ☐ Asian or Pacific Islander
- ☐ Latino or Hispanic
- ☐ Native American or Alaskan Native
- ☐ White
- ☐ Other: _____

What is your gender identity?

- ☐ Female
- ☐ Male
- ☐ Gender nonconforming or nonbinary
- ☐ Other

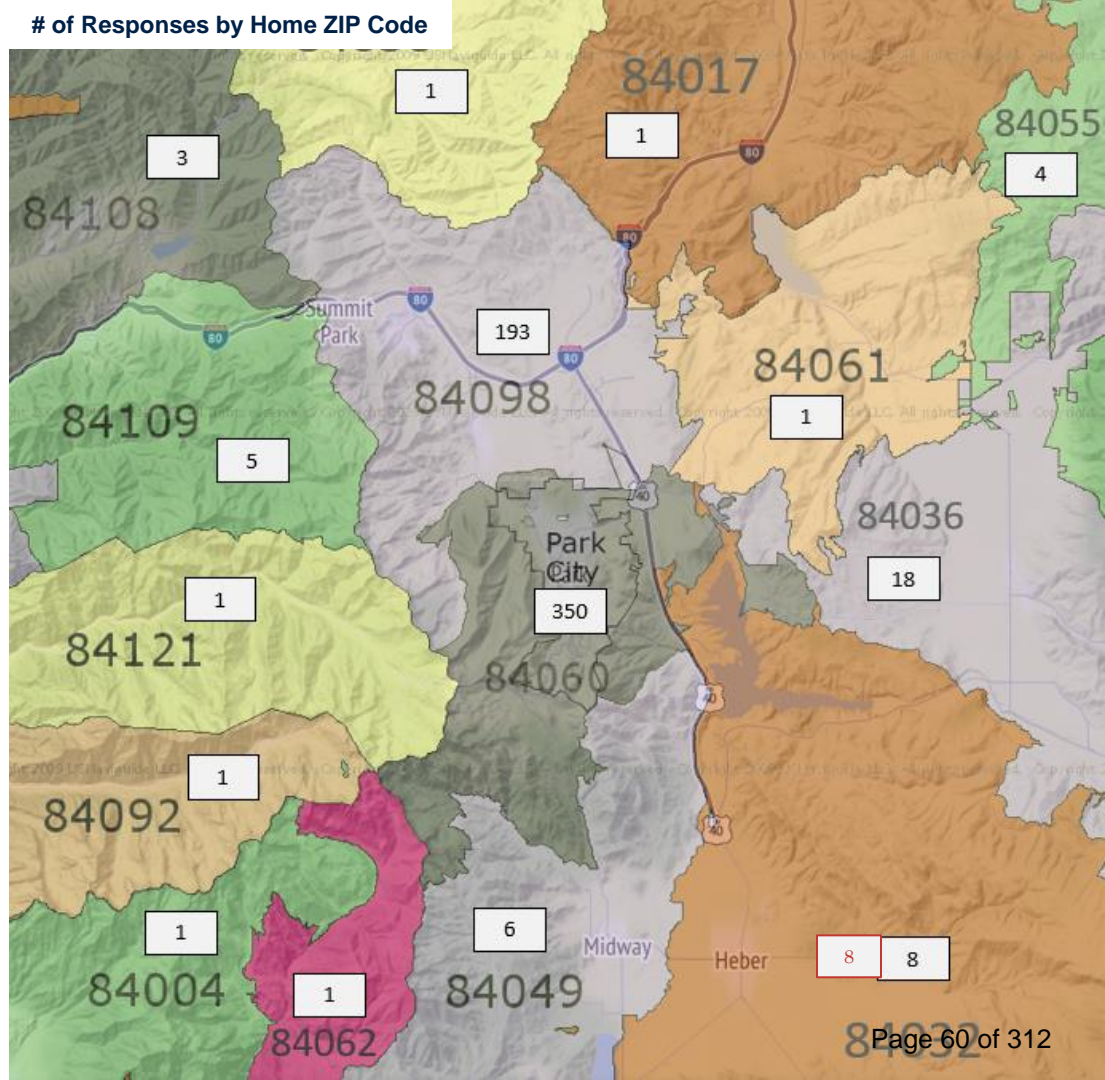


If you have any questions about this survey or the Active Transportation Plan, please contact: Austin Taylor (Active Transportation and TDM Manager)
austin.taylor@parkcity.org / 435-705-3519

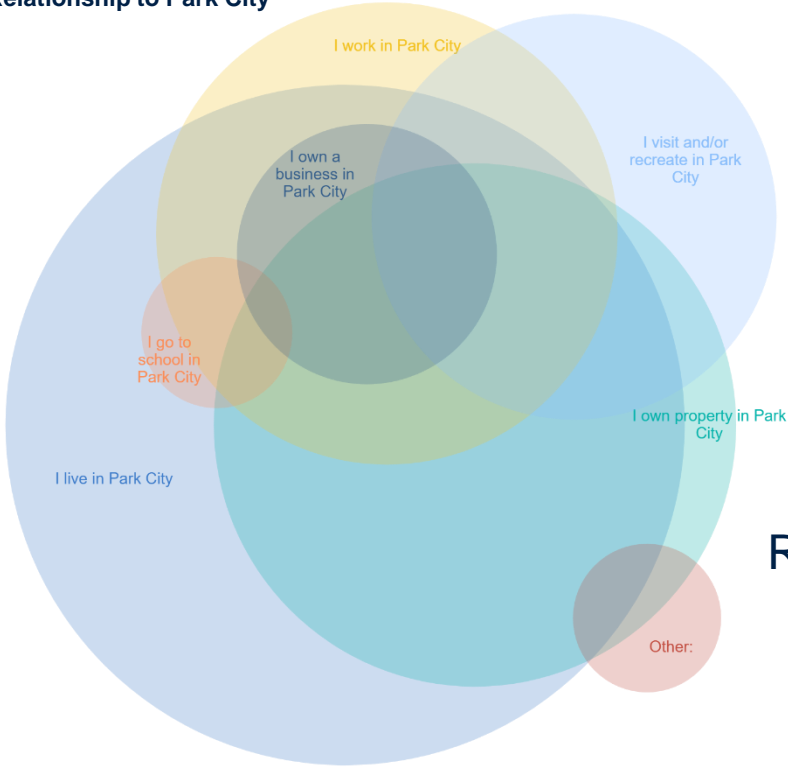
In fall 2021, Park City Municipal published a survey for the Plan and collected responses from the community.

City staff promoted the survey at community events, high foot-traffic areas, online, and with a postcard sent to each address in the 84060 zip code.

720 surveys completed



Venn Diagram of Relationship to Park City

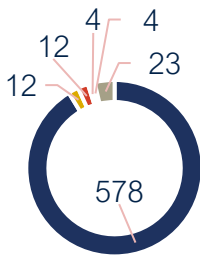


38% live in Park City
 22% own property in Park City
 17% work in Park City
 13% visit and recreate in Park City
 6% own a business in Park City
 2% attend school in Park City

Of the survey respondents who own property in Park City, 89% live in Park City and 45% work in Park City

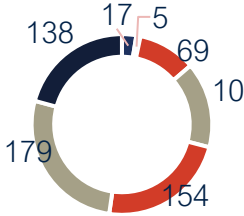
Race

- White
- Latino or Hispanic
- Asian or Pacific Islander
- African American or Black



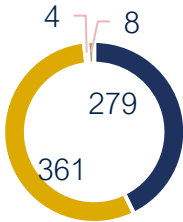
Age

- 17 years or younger
- 18 to 24 years old
- 25 to 34 years
- 35 to 44 years
- 45 to 54 years old
- 55 to 64 years
- 65 years old or older



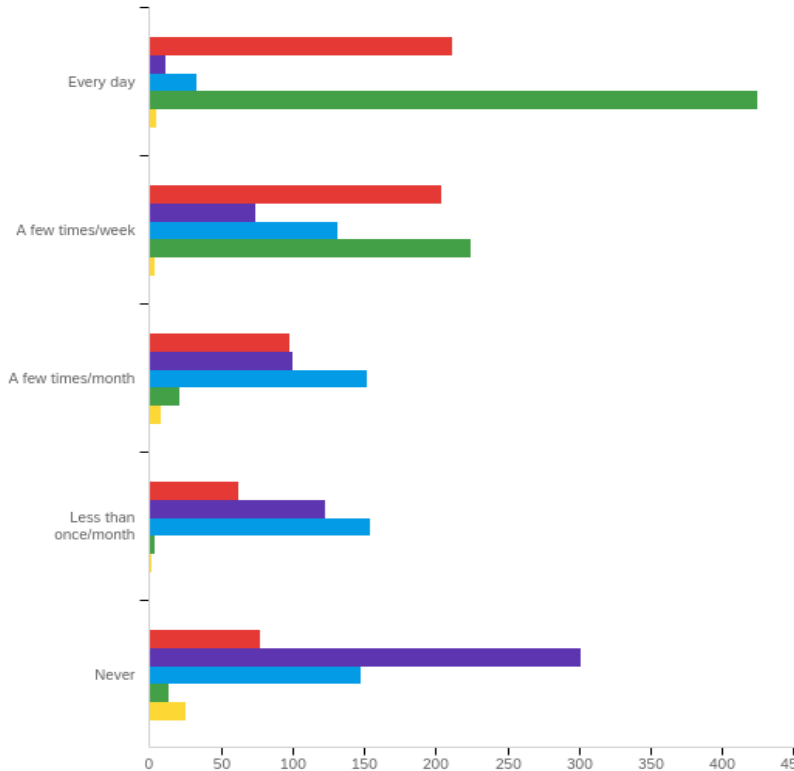
Gender Identity

- Female
- Male
- Gender nonconforming or nonbinary
- Other

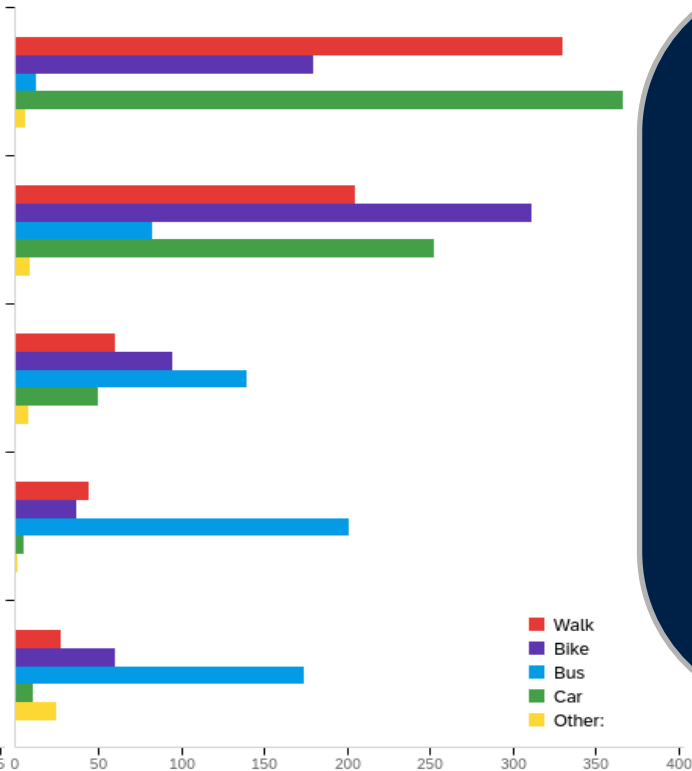


TRAVEL MODES

Winter



Summer



Highly seasonal weather in Park City influences travel behavior.

“My office is about 3 miles away, so I cannot safely and warmly ride my bike in the winter. But I ride during spring, summer and fall”.

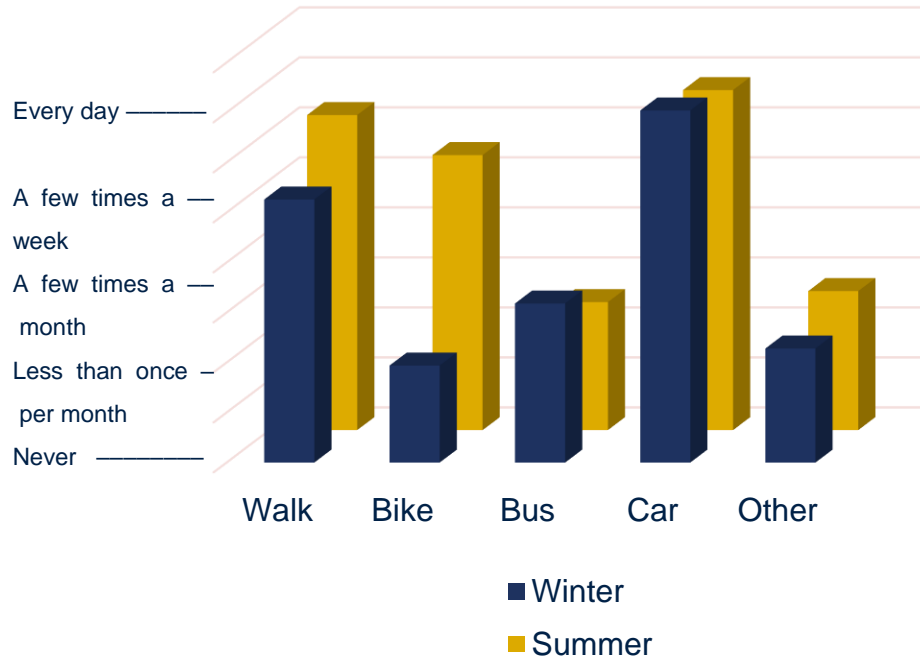
TRAVEL MODES

Other seasonal concerns include **snow on streets and multi-use paths** that may render them unusable or unsafe in winter. Safety concerns around **traffic and cars** may be a factor in the winter months when **visibility** is limited during commuting times due to a later sunrise and earlier sunset.

When asked why community members don't bike more:

"In the winter, the risk of falling on ice and difficulty riding in snow is the reason".

Travel Modes



ACTIVE TRANSPORTATION

IN PARK CITY *TODAY*

Walking

Many users enjoy Park City's sidewalks and paths and consider them pleasant and easy to use

Connectivity, maintenance, and sidewalk quality are inconsistent and can be inconvenient for pedestrians

Pedestrians have concerns over safety at intersections, crossings, and along sidewalks and paths

Biking

Bicyclists generally acknowledge Park City's bikeway network as "above average" and great for recreational use

Utility is diminished by a lack of bike parking and connectivity to additional points of interest

Congested paths and interactions with motorists make commuting by bike difficult and feel unsafe

ACTIVE TRANSPORTATION

IN PARK CITY *IN 10 YEARS*

Walking

The Park City community expects an increased investment in trails

Pedestrians envision safer a walking experience provided by better facility maintenance and safety education campaigns

Community members seek an expanded network, connected to all neighborhoods and local transit

Biking

Park City bicyclists want a less car-centric future that invests in bike lanes separated from vehicular traffic and pedestrians

Survey respondents would like more support facilities for comfort and utility, such as wayfinding

Bicyclists hope for support through greater multimodal integration, such as bike racks on buses

—BARRIERS TO WALKING—

weather
snow distance
traffic time far
winter

Aside from seasonal weather conditions, users mentioned **distance** and **time** to reach destinations as barriers to walking in Park City. Many respondents were interested in walking but found the **lack of network connectivity** limiting.

“I walk for exercise on trails often, not to get to a place. There is no bus access near me, so I cannot walk to a bus stop and we don’t live near a store or business to walk to”.

—BARRIERS TO BIKING—

snow
cars far
dangerous
time
traffic
cold
safety
park
winter
weather
distance

Safety is a major concern for people bicycling in Park City and the implementation of separated bike lanes is a popular demand.

Other requested **facilities investments** include bike parking, smaller bike share bikes for young cyclists, and an expanded e-bike program.

“I don’t trust cars on the street to not hit me.”

“It’s too easy to have accidents in ‘shared spaces.’”

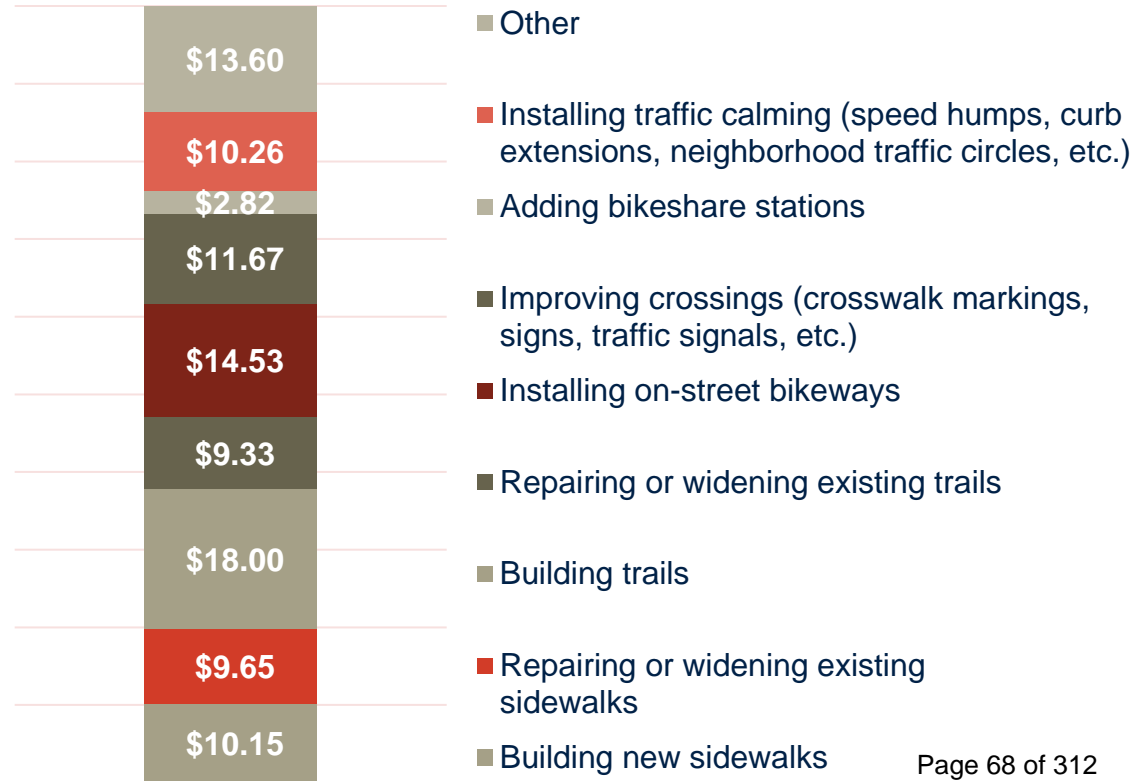
INVESTMENT

While investment priorities and mode preference is mixed within the Park City community, a clear hope for a **less car-centric future** was prominent in the survey.

Survey respondents also indicated that their transportation choices are also based on tourism surges.

Some suggested parking management strategies to **limit parking capacity** for visitors and a formal **safety campaign for e-bike users**.

“How would you spend \$100?”



COMMUNITY ASKS

Community members are interested in and willing to incorporate walking and biking into their lives if the journey is **safe, accessible, and comfortable**. The following key strategies can improve walking and biking conditions:

- **Trail expansion** to more neighborhoods and destinations
- Safe connections to the **transit network**
- **Support facilities and maintenance**, including consistent plowing during the winter months, trail repair, expanded bike share stations and bike parking, and cohesive wayfinding
- **User-separated spaces**, especially separating cyclists from vehicles and pedestrians from cyclists
- Network planning and policy development that **prioritizes bike and pedestrian travel modes**, accounts for geographic and seasonal challenges, and focuses on moving both locals and tourists equitably

—PROMINENT FEEDBACK—

The multi-use design of both on- and street facilities is a primary concern for the Park City community. Many feel it is dangerous to bike alongside traffic—even in a dedicated lane—and are calling for separated bike lanes.

The addition of e-bikes adds stress to crowded pathways; users are interested in separating pedestrians and bicyclists.

“When walkers, bikes, scooters, and skateboards share the same space, walkers lose.”



City Council Staff Communications Report

Subject: Construction Mitigation Plan Update
Author: Dave Thacker
Department: Building Department
Date: February 15, 2024

Summary

City Council previously held work sessions on [July 21, 2022](#), , and [January 12, 2023](#), as well as several periodic updates related to construction regulations and mitigation. The Council requested staff to continue to assess and proactively address several areas of on-going concern concerning mitigation efforts and balancing community and neighborhood interests with those of private property rights. Specifically, this update addresses allowable work hours, restricted work dates, deliveries/exporting, road closures, and construction related parking.

As noted previously, the Park City Building Department is one of the State's busiest and most complex operations due to our mix of commercial, complex residential, and historic properties in a mountain environment. This can lead to feelings that our effort are overly restrictive and cumbersome. We combat this feeling with enhanced customer service amenities, software platforms, and extensive training for our team members.

Construction Mitigation Plans (CMP) are required in Park City prior to the issuance of a building permit ([Municipal Code section 11-14-4](#)) and regulate and mitigate construction-related impacts within the community. They are signed agreements between the permit applicant and Park City Municipal Corporation (PCMC), and enforceable via our numerous code enforcement officers.

A brief history of PCMC's evolving CMP regulation can be found below:

- 1997 – CMP requirements were increased following the 1997 General Plan adoption and community visioning process.
- 1998 – CMPs were codified by [Ordinance 98-18, pg. 143](#) to improve the management of construction hours of operation, parking, deliveries, construction phasing, trash, dust, and noise mitigation.
- 2002 – CMPs were amended [Ordinance 02-32, pg. 79](#) to address soil erosion and limits of disturbance fencing; and
- [2018](#) – CMPs were discussed by City Council to improve code enforcement conditions of approval, manage construction noise, improve customer service, and support more proactive code enforcement. The City Council also decreased the number of restricted construction work dates by 22 days to reduce the impact on Park City neighborhoods.

Several items must be considered when contemplating how to adequately balance private property owners' right to construct and make improvements to their property with the mitigation of those construction impacts. Some regulatory changes can be implemented quickly, while others require formal amendments to the Municipal or Land Management Code, and considerable notification to trade associations and local business owners to ensure quality customer service and collaboration.

To date, City Council and staff have discussed the following items to prioritize health, safety and welfare of the community while attempting to rebalance neighborhood quality of life with private property rights for construction and development:

- Hours and days of operation
- Construction Parking
- Deliveries and exporting of materials.
- Grading and excavation

The Building Department has conducted outreach during various City project open houses, stakeholder meetings, pre-construction meetings, and meetings with the Park City Area Home Building Association (PCAHBA) Government Affairs Committee. Building department staff received feedback from various stakeholders related to neighborhood impacts due to construction and feedback from the PCAHBA related to how we can collaborate to further mitigate construction impacts to the community. As you know, the State HBA is a very influential organization and pays a great deal of attention to the Wasatch Back area and Park City in particular due to the size and importance of the industry occurring in our region.

Common concerns related to CMP are parking, road closures (communication and management), CMP enforcement, construction hours (evening work), and an overall desire for a better balance between quality of life and construction. While the department will continue to tailor individual CMPs in these areas, no specific code changes are recommended at this time.

However, CMP modifications to date include:

- More narrowly targeted and area specific requirements for construction mitigation based on location.
 - Example – Old Town vs. Park Meadows or Flagstaff area versus Thaynes Canyon construction impacts
- Stricter enforcement of violations
 - Stop work orders as a first step if serious.
 - More frequent use of notices of violation (NOV) for unresolved issues and to ensure better file management and accountability of contractors
 - Increased directed-patrols of problem sites prone to violations
- Parking, parking, parking
 - Requiring more thorough parking mitigation and delivery plans, as well as using multiple internal City Departments to enforce proactively
 - Working with Parking and Police to ensure weekend enforcement of construction site parking.

- More restrictive Old Town construction parking regulations including:
 - Reduced parking on public streets or limiting parking to the construction site based on location and impact.
 - Consistent parking permit enforcement
 - Requiring and enforcing carpooling/shuttling plans for jobsite subcontractors in congested areas or depended upon the size and scope of the work being conducted
- Forward facing CMP regulations
 - Coordinate and post all road closures to PCMC website to improve transparency and accountability
 - Continued consideration of phased permit approvals for areas saturated with multiple construction permit requests.
 - Forward facing CMP and jobsite contact information on construction signs.
 - QR code and website utilization forthcoming

Building Department Staff will continue to focus on CMP compliance. Continued daily proactive patrols are taking place, enforcement measures have been increased from warnings to immediate action and notice of violations earlier than ever. The use of stop work orders and NOVs for CMP violations are increasing, and the impact on the community is being reduced, and the frustration from contractors increased.

Construction mitigation issues and concerns will not go away, however, staff will continue to proactively enforce the City's adopted regulations.

Over the course of the 2024 construction season, the Building Department staff will continue to monitor CMP compliance and return to Council with a statistical analysis of the work performed, areas needing adjustments, and compliance suggestions to improve the balance between quality of life and ongoing construction projects within Park City.



JOINT PARK CITY AND SUMMIT COUNTY COUNCIL MEETING MINUTES - DRAFT
1885 WEST UTE BLVD
PARK CITY, SUMMIT COUNTY, UTAH 84098

January 12, 2024

The Councils of Park City and Summit County, Utah, met in an open meeting on January 12, 2024, at 9:00 a.m. in the Sheldon Richins Building.

SUMMIT COUNTY COUNCIL AND PARK CITY COUNCIL JOINT MEETING

Park City Council Attendee Name	Status
Mayor Nann Worel Council Member Bill Ciraco Council Member Ryan Dickey Council Member Ed Parigian Council Member Jeremy Rubell Council Member Tana Toly Matt Dias, City Manager Margaret Plane, City Attorney (via Zoom) Paige Galvin, Deputy City Recorder	Present
None	Excused

Summit County Council Attendee Name	Status
Chair Malena Stevens Council Member Roger Armstrong (arrived at 10:19 a.m.) Council Member Tonja Hanson Council Member Chris Robinson Shane Scott, County Manager Eve Furse, County Clerk	Present
Vice Chair Canice Harte	Excused

HOUSING AUTHORITY DISCUSSION

1. Potential Regional Housing Authority Discussion

Jeff Jones, Summit County Economic Development and Housing Director, began the meeting by reviewing the staff report with Park City Housing Director, Jason Glidden, who added goals of the Housing Authority. Mayor Worel asked about different funding streams available other than voucher programs and Glidden believed there were other

1 types of federal funding available for housing authorities, but stated they would be
2 geared towards individual developments and programming.

3
4 City Council Member Parigian asked for examples of other funding programs and Jones
5 cited a Housing and Urban Development (HUD) grant last year called "Pathways to
6 Removing Obstacles to Housing" which was well funded because housing was a
7 countrywide focus now. Utah was focused on housing also and he was confident there
8 would be more money going forward.

9
10 County Council Member Hanson thanked everyone involved and asked for clarification
11 between core services and enhanced services. Glidden distinguished that core services
12 were essential things that needed to be done now, such as marketing, one-stop shop
13 for applications, compliance, and education. To go into the development side of things,
14 additional staff, expertise, and resources would be needed at the next level, which
15 required an enhanced skill set.

16
17 City Council Member Ciraco asked what the hurdles would be and whether the housing
18 authority would be geared to address those, such as zoning or land use issues. Glidden
19 concurred there would be challenges regarding land use and zoning, resources, and
20 political will, i.e. community support. Jones chimed in land and construction costs,
21 higher interest rates, regulatory environment, and balancing between meeting future
22 demand and protecting what was desirable and valued in the community were all
23 hurdles. The housing question was complex, and he pondered whether that would be
24 best solved with a committee or a housing authority.

25
26 Chair Stevens inquired if the housing authority could manage the current deed
27 restrictions in the County and City in addition to whatever else was worked on, and
28 Glidden conceded it was the intention to have the housing authority take over all the
29 affordable units within the County and City that required compliance checks.

30
31 Council Member Dickey doubted the housing authority was the right tool and cautioned
32 that it would introduce risks and costs without much benefit now. It would add another
33 layer that would be more duplication and impediment rather than truly independent.
34 Glidden clarified that the City housing department wouldn't disappear right away but
35 there would be a transition period with staff reduction and cost savings being transferred
36 to the authority over time. He agreed that the housing authority needed to be
37 independent. Glidden used the City's Clark Ranch property as an example of the City
38 Council still retaining control and ownership but possibly partnering with the authority to
39 develop the site. He indicated this would be an enhanced service level, and that
40 additional budget would be needed, but for the subsidy to the housing authority to be
41 reduced, it would need to generate additional revenue from development projects.

42
43 City Council Member Toly asked whether the County was comfortable giving direction
44 with two members absent and Chair Stevens assured that she could give direction

1 based on the comments from the last meeting and conversations she had with them.
2 City Council Member Toly asserted there was a big housing hole and if this wasn't the
3 way to fill it then they should use their resources a different way because there had
4 been a lot of intense time spent on this so far.

5
6 City Council Member Parigian asserted there were some benefits in the core services
7 such as sharing experts in the field and collaboration, but he felt uncertain about the
8 enhanced services and didn't believe in being half in and half out. He was not
9 supportive now. City Council Member Toly reiterated the housing authority was the way
10 to go and disagreed that a committee plus would accomplish anything.

11
12 Mayor Worel pointed out that Summit County and Park City received bad press
13 regarding affordable housing. She noted there was a lot of good synergy between the
14 Councils, however she wondered if there was another model that would be appropriate
15 as one resource where citizens could go for information and applications. She
16 suspected there were many things that could be done together but she was not
17 convinced it must be a regional housing authority.

18
19 City Council Member Rubell placed a lot of weight on the recommendation by the
20 housing team at both the County and City, but the timing was difficult for him. He
21 suggested the City and County come up with a collaborative project with a committee
22 model first, and then entertain a formal authority when there was a better idea of what
23 giving up control would mean. He did not support deciding if it was all or nothing now.
24 Down the road, perhaps other municipalities would want to join the City and County
25 once they noticed how Park City and Summit County worked together.

26
27 County Council Member Robinson indicated the County had not developed affordable
28 housing on its own, but the County acquired land. To create the authority with \$1.5
29 million for core services wouldn't build anything, it was only to start the authority. He
30 desired to see the same results in the County as the City had with delivering units. He
31 didn't believe this model would do that in the most efficient way. He added that the full
32 Council should decide unanimously on something this major. If the collective wisdom
33 was to go ahead with this then he wouldn't stand in the way.

34
35 County Council Member Hanson asserted she was all in. The City was doing great
36 work. Right now, the County was doing and spending nothing, so the County needed
37 help. She didn't hear anything on the table to accomplish affordable housing other than
38 the housing authority.

39
40 City Council Member Ciraco echoed the concerns of Mayor Worel, and Council
41 Members Dickey, Robinson, and Rubell. He reasoned there needed to be a focus on
42 making more happen. The City had done a lot without a housing authority therefore he
43 doubted creating a housing authority would make a difference in the context of
44 partnering with the County. He surmised it was less a question of money but more

1 about land use, zoning, and political will, and he doubted the housing authority would
2 address those issues. He speculated the County should lead the formation of a housing
3 authority and then it might be easier to justify the cost to further that effort.

4
5 Chair Stevens acknowledged that at every other meeting, the opinion for forming a
6 housing authority had flip-flopped. Taking politics out and creating a separate body was
7 what appealed to her. She acknowledged both organizations had done housing in
8 different ways with different philosophies. The County focused on inclusionary zoning
9 and working with developers to provide more affordable housing whereas the City had
10 been the developer. She wanted to know how they could establish an effective body
11 given that they had been so inconsistent with their opinions and direction to staff.

12
13 City Council Member Rubell noted this had been a learning process for them, and the
14 additional information influenced opinions along the way. City Council Member Toly
15 questioned if they could do better housing if they allowed experts to do it rather than
16 elected officials, which was why she appreciated this solution because the government
17 was taken out of it.

18
19 County Council Member Hanson clarified that this was the only path for the County to
20 develop their own housing. She concurred with Council Member Toly to give the
21 expertise to the experts. City Council Member Dickey repeated that he didn't want
22 duplication, and this wasn't the right tool at this time. He didn't see the housing authority
23 as an accelerator. City Council Member Parigian appreciated that they were responsive
24 to citizen voices. Council Member Robinson proposed a business plan for the housing
25 authority that stipulated \$2 million from each entity with the goal to build a specific
26 housing goal in the next five years. He noted he only supported it if everyone else did
27 too.

28
29 Chair Stevens offered time at the next meeting for absent Council members to voice
30 their comments and instructed staff not to do any more work on this in the meantime,
31 and then a final decision could be made. Mayor Worel agreed this was an important
32 topic and it was critical that each Council could speak with one voice, so she requested
33 that Park City Council have their own conversation about a housing authority and return
34 with a united voice at the next meeting.

35
36 County Council Member Robinson gauged the interest in a business partnership plan
37 and City Council Member Toly reminded each Council of the table of six or seven
38 different options presented at the November meeting that they could consider as they
39 decided if something else made more sense. City Council Member Ciraco looked
40 forward to the point when they would have a chance to do something transformational
41 and suggested they pick a project, do a letter of intent to work together, and that would
42 inform how they would form a future housing authority.

43
44 County Council Member Armstrong arrived at 10:19 a.m.

SUNDANCE FILM FESTIVAL PREVIEW

Park City Special Events Manager Jenny Diersen remarked that they were excited to welcome the 40th Annual Sundance Film Festival and indicated the economic and cultural opportunities would be countless. This would be an 11-day in-person festival. They were anticipating pre-pandemic numbers for attendance. She thanked the departments in the County and the City that had collaborated on this effort. She highlighted that the City had four priorities in terms of transportation: public safety, reducing residential impacts, transit, and drop off/loading. The City would be running transit from 5:30 a.m. to 2:05 a.m. to make sure people would have opportunities not to be in their cars. In addition, Sundance worked with Deer Valley and Park City Mountain Resort to allow people to keep cars parked in the lots at night. She acknowledged that community outreach to residents had been extensive. No comments or concerns were voiced by any Council members.

SEASONAL WORKFORCE HOUSING COMMITTEE UPDATE

Chair Stevens moved this item to the next meeting since time was short.

WRAP UP, SCHEDULE NEXT MEETING, ADJOURNMENT

Chair Stevens scheduled the next meeting for March 22, 2024, at 9:00 a.m. at Park City Municipal.

County Council Member Armstrong asked for a legislative joint committee between the County and the City and expressed concern about land use items. City Council Member Toly suggested that the Council liaisons and the City & County managers could discuss this as well.

ADJOURNMENT

With no further business, the meeting was adjourned.

Paige Galvin, Deputy City Recorder

City Council Staff Report



Subject: Live Park City Lite-Deed Program
Author: Rhoda Stauffer, Housing Program Administrator
Department: Housing
Date: February 15, 2024

Recommendation

Review and discuss the performance and impact of the Live Park City Lite-Deed pilot program and provide direction for the program's future.

Summary

Working with the City Council, the Housing Team developed the [Live Park City Lite-Deed](#) pilot program in 2021 after a reasonably extensive assessment of how other resort communities developed similar programs.^{1,2} Formally launched in 2022, the City allocated \$1 million to the pilot program to help purchase deed restrictions on existing residential properties to ensure use as primary residences and to help mitigate the impact of nightly rentals on primarily residential neighborhoods. After 18 months of operation, Park City purchased two Lite Deed Restrictions consistent with the policies and program regulations, with a third approved application pending.

Thus far, the average compensation for property owners equals about 14.5% of the appraised property value, or about \$200,000. In exchange for a deed restriction, the program helped:

- Enabled one participant to use the funds as down payment/mortgage assistance to purchase a year-round home, otherwise just outside financial reach; and
- Helped two year-round local residents finance upgrades so they could remain in their homes.

As a reminder, the [program](#) goals are: 1) support full-time residents to remain in their homes; 2) provide down payment assistance for buyers who otherwise could not qualify for a market priced residence; and 3) create an option for current homeowners to reserve their home in perpetuity for long-term Park City residents. In exchange, each participating home is deed-restricted in perpetuity to house community members who work in Park City, people with disabilities who cannot work can stay in their home, or a local retiree seeking to stay in their home.

The pilot program achieved its goals and was a first-of-its-kind housing program in Utah. The Housing Team has developed a toolset and legal documents to continue the program into future phases, if desired by Council.

¹ April 29, 2021, City Council Staff Communications Report, [Update on Affordable Housing Projects](#)

² July 15, 2021, City Council Meeting Minutes (p. 1-3), [Housing Department Work Plan](#)

In the meantime, the Housing Team is continuing the pilot program until allocated funds are exhausted but recommends direction before transitioning from a pilot program to a permanent housing program. Based on the results and feedback during the pilot period, policy updates and additional funding sources will likely be necessary to renew or relaunch the program. Fortunately, there appears to be adequate funding in the Housing Fund should the Council desire to continue to the program.

Background

The Live Park City Lite-Deed program is modeled after similar programs in Vail, CO ([InDEED](#)) and Breckenridge, CO ([Housing Helps](#)). Other similar programs include Crested Butte, CO ([Good Deed Housing Program](#)), Summit County, CO ([Housing Helps](#)), Truckee, CA ([Truckee Home Access Program](#)), and Sedona, AZ ([Rent Local](#)). Like Park City, these communities have a high percentage of their housing stock used as nightly rentals, second homes, or fractional ownership. They are all experiencing a workforce housing crisis.

Accordingly, the Park City Housing Team is in regular contact with these communities during the development and administration of our pilot program.

City Council appointed the Advisory Committee on September 15, 2022, comprised of five professionals with experience in land use, affordable housing, development, financing, and local lending/banking. The Committee includes John Guilds, Elyse Kats, Bill Pidwell, Ian Poor, and Lisa Wilkinson Evans. Councilmember Ryan Dickey is the Council liaison to the Advisory Committee.

The Housing Team, with assistance from the Community Engagement Team, heavily marketed the program using the City Brief, the City Newsletter, KPCW, Town Lift, two open houses at the Park City Library (November 14 and 15, 2022), and inclusion in Park City Board of Realtors and Park City Chamber/Visitor's Bureau newsletters.

Before launching the pilot program, the 30-year Fixed Rate Mortgage Average in the United States was between 2.65% (January 2021) and 3.55% (February 2022).³ Starting on March 16, 2022, the Federal Reserve aggressively raised interest rates to combat inflation. In November 2022, when the pilot program officially launched, the 30-year Fixed Rate Mortgage Average was 7.08%. By the end of the year, home sales in Utah saw a 44.9% drop in volume between December 2021 and December 2022.⁴ Summit County's drop in home sales volume was approximately 50.3%. Today, home sales are leveling off, and the Board of Realtors reports that December 2023 sales, compared to one year ago, have dropped less than 1%, and the market appears to be stabilizing.⁵

One of the program's primary goals was to provide down payment assistance for buyers who cannot otherwise qualify for market units. The downturn in home sales volumes

³ Federal Reserve Bank of St. Louis, [30-Year Fixed Rate Mortgage Average in the United States](#)

⁴ Utah Association of REALTORS, [Local Market Updates by County December 2022](#)

⁵ Ibid, [2023 3rd Quarter Statistics](#)

during the pilot program year and the increase in interest rates greatly restricted participation from these potential participants. While a short term hurdle, long term the program may prove more viable when the housing market conditions soften.

Application Process

Below is a summary of the application and review process for the Lite-Deed program:

- 1) To participate in the Lite-Deed program, an applicant submits an [Application](#) which includes information about the property, any appraisal or title report available, and requested compensation.
- 2) The Housing Program Administrator reviews the application for general compliance with the [program guidelines](#).
- 3) The application is submitted for review by the [Deed Restriction Advisory Committee](#), which recommends to make an offer to purchase a deed restriction and amount for compensation, or to decline. Under the [enabling resolution](#), requests for compensation of \$200,000 or less can be approved by the City Manager upon a positive recommendation by the Advisory Committee, which occurred (unanimous) for all approved applications in the pilot program. The City Council must approve requests for more than \$200,000.
- 4) If the applicant and City reach a mutually agreeable purchase price, the City drafts documents to enable a straw transfer and recordation of the deed restriction and facilitates the transaction via a title company.

Applications to Date

The program received 19 applications, representing 17 unique properties between November 2022 and January 2024. Two applicants submitted a second application for the same property after the first was denied. The following statistics describe the type of properties:

- 7 condominium units
- 8 detached single-family homes
- 2 Landmark Historic sites
- Total amount of compensation requested: \$3.78 million
- Average estimated property value: \$1.49 million
- Average percent compensation requested: 16.3%
- 12 had rights to nightly rentals, second homes, or fractional ownership
- Median unit size: 3 bedrooms, 2 bathrooms, 2 parking spaces, 1,684 SF

The Advisory Committee reviewed applications at 5 meetings (November & December 2022, and April, June, & December 2023). The Committee prioritized applications by considering whether the property allowed for nightly rentals and whether the requested compensation exceeded the guideline to be within 10-20% of the property value.

Under the program's enabling ordinance ([Resolution 08-2022](#)), each property must demonstrate a quantifiable return on investment based on appraisals verifying the property's market value. The Housing Team worked with Mountain Appraisal Services to appraise each property recommended for offers.

Over the course of their review, the Advisory Committee recommended that offers be made on 11 applications and denial of 8. Most applications were denied because the home was already in a zone that did not allow nightly rentals. One was denied for the size of the request (\$1,750,000 grant on a \$9M home). Of the 11 offers, 3 applicants accepted them, and 8 declined. Owners who declined provided reasons that are discussed in the Analysis section below.

While all the applicants stated that they supported prohibiting nightly rentals and second homeownership, they were concerned that parts of the program were too restrictive or about the tax implications for the grant to purchase a deed restriction. Specifically, some applicants stated that the local employment requirement, where a qualified resident must have a job within Park City Municipal limits, was more restrictive than they had anticipated. Other applicants were concerned about a potential loss in property value, and the compensation was insufficient to recuperate the lost value.

The 3 approved applications were for various property types:

- Property types:
 - 1 condominium unit
 - 2 detached single-family homes
 - 1 Landmark Historic site
- Total amount of compensation requested: \$600,000 (\$200,000 per home)
 - Total amount of compensation authorized: \$600,000
- Average estimated property value: \$1.32 million
 - Average actual appraised property value: \$1.5 million
- Average percent compensation requested: 16.5%
 - Average percent compensation authorized: 14.2%.
- All properties had rights to nightly rentals, second homes, or fractional ownership
- Median unit size: 2 bedrooms, 2 bathrooms, 2 parking spaces, 1,307 SF

One of the properties that was funded is listed as a Landmark Site on Park City's [Historic Sites Inventory](#).

Analysis

The Housing Team circulated a survey to program participants to evaluate their motivations for participating and the reasons for their accepting or declining. 4 of 5 program participants responded.

When asked why they decided to apply, respondents said they believed in the program's values to help neighborhoods remain vibrant neighborhoods, making them suitable for local families and long-term renters, and to prevent more nightly rentals from

occurring. They also stated that they wanted to help mitigate the loss of neighborhood and community feel due to nightly rentals and to further community vibrancy.

When asked why participants accepted their offer, respondents stated that they thought the amount offered was a good value and/or that it allowed them to improve or stay in their historic home.

When asked why participants declined, respondents stated that they felt that the scope and restrictions of the program were more significant than they had initially anticipated. Most participants understood the program to encourage neighborhood vibrancy by prohibiting nightly rentals and second home ownership. Still, they did not expect the local employment requirement to be limited to those working in 84060. Respondents also stated that they felt the compensation needed to be more proportionate to the loss in property value if nightly rentals were prohibited.

Participants who declined were also asked what they would want to see changed if they were to consider participating in the future. Some requested that they be offered more money in exchange for a deed restriction. Some asked that the intent and restrictions of the program be more clearly described at the outset. Participants also stated they preferred that the program be less restrictive regarding where qualified residents are required to work, given that there are nearby employment centers (e.g., Canyons Village and Kimball Junction) where tenants or owners may find future employment. And finally, applicants were concerned about not being able to pass the property to their children if they didn't fit the employment requirements in the future.

Deed Restriction Advisory Committee Recommendation

The Advisory Committee met on March 8, 2023, to provide feedback and expressed surprise that the employment restriction was an issue since one of the program's goals was to reserve homes for long-term Park City residents. Some committee members concluded this requirement shrank the pool of potential participants. In contrast, others saw this as a necessary restriction to ensure the local housing stock prioritized to local workers first and PCMC gained enough value. Programs in Vail and Breckenridge use county boundaries for geographic employment restrictions, by contrast.

Committee members also noted that this program might be useful at a larger geographic scale, such as the Summit County level. The arrangement in Summit County, CO, is an example where programs exist at the town and County levels, working in coordination, and can split the cost of purchasing deed restrictions in certain areas. Apropos of the discussion on a Regional Housing Authority, a partnership with Summit County to continue the Lite-Deed program could be a trial-first partnership.

The Committee also noted that the tax implications for the deed restriction need to be clarified. However, under the protocol established by peer communities with similar programs and the City Attorney's Office, the City is careful to refrain from providing tax advice to program participants. We recommend that applicants discuss the tax implications with a tax professional.

Generally, the Advisory Committee felt that the pilot program demonstrated moderate demand for the program, given that the program was initially oversubscribed at launch. There was general agreement that it may be worth reevaluating the deed restriction's geographic work requirements, including expanding them to the Park City School District boundaries, consistent with the City's affordable deed restrictions.

The Advisory Committee recommended that, at a minimum, the pilot program continue until the allocated funds are exhausted. If Council were to authorize the program beyond a pilot program, they suggested that funds be released on a biannual cycle so that they would have the chance to review several applications at a time, allowing comparative analysis. The Committee appreciated having a basic scoring rubric to evaluate applications. Still, until the program gains further traction, it may need to wait to develop a system for prioritizing applications based on property attributes.

The Housing Team also reached out to Vail, Summit County, and Breckenridge, CO, throughout the administration of the pilot program. Both Vail and Summit County explained that the first years of their programs was similar to what Park City experienced—it took some time for participants to understand the program's requirements and whether it would be a good fit for them and to fine-tune program administration. However, demand took off in the subsequent 2-3 years once the first few properties demonstrated how to participate. Vail currently makes an annual contribution of \$3 million to their lite deed program, and Summit County makes a yearly contribution of \$2.5 million.

Recommendations and Next Steps

Following disbursement for the third approved applicant, the remaining balance of the original \$1 million is anticipated to be approximately \$360,000. The Housing Team continues to field inquiries from people looking to participate. Any additional funds must be identified through the annual budget process if the Council seeks to continue the program. Affordable Housing funds could be allocated, or the program could compete for new funding against all other City projects.

As a result of a successful pilot program, the Housing Team requests that the Council consider the following options:

1. Renew the program as a regular City program using the Housing Fund as the long-term funding source in the 2024-2025 budget cycle.
2. Continue administering the pilot program until allocated funds are exhausted.
3. Explore relaunching the program with Summit County and/or other partners to expand the reach and impact beyond City limits before making any long term commitment.
4. Modify the program to expand geographic work requirements to Park City School District boundaries or other limits.
5. Move to a biannual application cycle.
6. Complete the pilot program without renewing it as a regular City program.

The Housing Team recommends that the Council renew the pilot program by bringing the existing balance back to \$1 million from the existing Housing Fund, which requires a budget request of \$640,000. In light of what was accomplished in a challenging market, the program needs some time in a more stable market to understand the true impact.

We also recommend you consider,

- expanding the work requirement to the PC School District Boundaries to match the requirements of the City's for-sale affordable/attainable housing program, and
- establishing a biannual application cycle.

Funding

Any additional funding will be submitted as a request in the current budget cycle. The Housing Fund has adequate balance to support this program for the next several years without disrupting or competing with another project.



City Council Staff Report

Subject: Housing Goal Information Session
Author: Browne Sebright
Department: Housing Team
Date: April 15, 2023
Type of Item: Staff Report

Recommendation

Review and discuss an informational presentation from the Housing Team in order to help update the City's overarching housing goals in a future City Council meeting. The last time Park City updated its housing goal was 2016.

The Housing Team, after successfully creating the Affordable Master Plan Development, securing the Engine House Public Private Partnership, and numerous other recent achievements, seeks to obtain additional policy direction to ensure our future efforts align with City Council priorities.

Executive Summary

In 2016, the Park City Council adopted [Resolution HA 01-2016](#), establishing an affordable housing production goal of 800 new affordable housing units by 2026. The goal was derived from the [2016 Housing Needs Assessment](#), which stated that Park City would need to create 80 units per year to maintain the percentage of the workforce living within city limits, which was around 15 percent in 2016.

Fortunately, the City, non-profit organizations, and private entities have made substantial progress in meeting this goal, with 693 units anticipated to be completed by 2026 and another 200 units in City projects likely to be entitled or under construction by 2026. While the City appears to be on a path to achieving the 800-unit goal established in 2016, the [2021 Housing Needs Assessment](#) and the recently completed [2023 Park City Affordable Housing Analysis](#) showed that the percentage of the workforce living within City limits continues to decrease, despite our best efforts.

As we approach achieving the 2026, 800-unit goal, we have the opportunity to set a new housing goal to continue to promote a range of affordable, quality housing opportunities within Park City for all economic levels. Defining a new housing goal is an important step toward broader housing policy updates, including updates to the Housing Resolution, the Employee Housing Assistance Policy, and housing development strategies. This report provides background information on the City's current affordable housing situation and allows the Council to request additional information before future discussions housing goals.

Background

In 2016, the City commissioned the [Park City UT Housing Review](#) by EPS, which found that without a specific goal, the City could not measure its housing initiatives'

effectiveness. The EPS Study recommended the City establish a specific and measurable goal.

In response, the City has made remarkable progress towards the 2016 goal. In addition to 174 units developed and deed-restricted, an additional 313 units are currently under construction, and a further 206 units have been entitled and await construction. Including units already developed, under construction, or entitled, we project 693 new affordable or attainable housing units will be developed by 2026. This leaves a gap of 107 units to meet our goal.

The City has two forthcoming projects under consideration that could feasibly be delivered in some form or fashion by 2026: [Woodside Park Phase II](#) (50 units) and [Clark Ranch](#) (150 units). Other private-sector projects may also add additional affordable housing units in that timeframe, yet those are outside of our control.

Build Status	Units
Developed	174
Under Construction	313
Entitled	206
Total	693

Figure 1. Progress toward goal

Population Demographics

Park City's population has grown steadily over the last two decades, adding about 1,096 people between 2000-2020. However, during that time the median age has steadily increased, the percentage of households with children under 18 has decreased, and the percentage of the population that is Latino decreased.

Figure 2. Population Trends, Park City, 2000-2022

Year	Total Population	Median Age	Households with Kids	% Latino	% Transit to Work
2000	7,371	32.7	34.4%	19.6%	3.8%
2010	7,553	34.6	25.6%	16.9%	4.1%
2020	8,467	41.0	25.8%	16.3%	5.1%
2022	8,379	41.6	25.3%	15.3%	3.2%

Data Source: 2000 (Decennial Census), 2010, 2020, 2022 (American Community Survey, 5-year)

For context, approximately 1,300 new residential units were permitted in Park City between 2010 and 2022, with more than half approved between 2020 and 2022. Despite this incredible pace of unit growth, current projections suggest that the percentage of the workforce that lives in town is trending downward. Studies show that in 2005, the percentage of Park City's workforce housed within City limits was 15%¹. In 2016, the figure was 14%.² As of 2022, the figure was 12.1%.³

¹ [2016 Park City UT Housing Review](#), Economic & Planning Systems, Inc.

² [2017 Housing Assessment & Plan](#), Park City Municipal Corporation

³ [2023 Park City Affordable Housing Analysis](#), Kem C. Gardner Policy Institute

Figure 3. Housing Trends, Park City, 2000-2022

Year	% of Units Occupied	# of Units Occupied	% owner units	% rental units	Median Home Value	Average Gross Rent
2000	40.6%	2741	61.4%	38.6%	\$417,500	\$944
2010	36.0%	3404	55.7%	44.3%	\$751,400	\$1,007
2020	30.1%	3007	65.9%	34.2%	\$1,096,400	\$1,829
2022	33.8%	2876	75.2%	24.8%	\$1,545,300	\$ 1,997

Data Source: 2000 (Decennial Census), 2010, 2020, 2022 (American Community Survey)

Generally, the percentage of units occupied as primary residences also declined by around 7% in the past two decades. Additionally, more of Park City's occupied homes are shifting from rental to owner-occupied. And 44% of all housing units are listed as short-term rentals, which is nearly twice that of Summit County. The shift from rental to owner-occupied units and the increase in short-term rentals have diminished the inventory of long-term rentals in Park City, increasing demand and driving up rental rates.

Among owner-occupied units, the median household income is \$140,147. Conversely, the median household income for renter-occupied housing units is \$79,295. With the median single-family home price of \$3.57M and the median condo home price of \$1.65M⁴, most of the workforce is simply priced out of ever purchasing a home in Park City. The average owner-occupied household has 2.55 individuals, while the average renter-occupied household has 3.85 individuals. This is different from Summit County as a whole, where the average household size for owner-occupied and renter-occupied units are more similar, at 3.06 individuals and 3.31 individuals, respectively.

Workforce Demographics

Park City is also the only Utah City where workers (11,000) considerably outnumber the residential population (8,500).⁵ As a result, Park City's workforce and businesses would greatly benefit from more in-town housing opportunities, and there is an increasingly difficult outcome of AM/PM rush hour traffic and congestion. Due to the scarcity of affordable housing, over 8,000 workers with an average wage of less than \$40,000 commute from outside Summit County to jobs within Park City. As noted, daily commuting patterns significantly impact local quality of life, including traffic, congestion, and residential neighborhoods.

The 2023 analysis found that 55.8% of workers live in Wasatch Back counties, and 37.2% live in Wasatch Front counties. Including those living in Park City, 37.5% of the workforce lives within Summit County, 26.0% live in Salt Lake County, 17.5% in Wasatch County, and 6.3% in Utah County. Another 7.1% of the workforce lives in other Utah counties.

⁴ [2023 3rd Quarter Statistics](#), Park City Board of REALTORS

⁵ [Park City's Housing Needs Assessment](#), p. 3

Opportunities for a New Goal

As we approach considering a new housing goal for the City, we also suggest reflecting upon the 2016 study, which suggested several other options for a housing goal that we did not pursue. These include:

- A concrete numeric target of units;
- Percentage of the workforce living within City limits;
- Percentage of housing units occupied by full-time residents; and
- Commuting targets, or the volume of vehicles that enter Park City daily for occupational purposes.

Recommendation

Review the housing data presented in this report and consider discussing any additional statistical or demographic information the Council wishes to consider before working to formulate a new City housing goal. Following the Council's initial review and ensuing discussion, the Housing Team will prepare potential parameters for a new housing goal at an upcoming Council agenda in March.

We suggest you consider the following best practices, based upon our research of other leading cities and towns, the Urban Land Institute (ULI), and recent State of Utah Legislation:

- A concrete numeric target of units;
 - Current goal is for 800 new affordable housing units;
- Percentage of the workforce living within City limits;
 - Current percentage is 12.5% of the workforce lives in City limits;
- Percentage of housing units occupied by full-time residents; and
 - Currently, 33.8% of housing units are occupied by full-time residents;
- Commuting targets, or the volume of vehicles that enter Park City daily for occupational purposes.
 - Currently, 11,000 workers commute into Park City on an average day.

Exhibits

Exhibit A: Additional Information

Exhibit A: Additional Information

The 2016 housing goal defined “unit” as a complete house, condo, or apartment and is not measured by size, square footage or AUE measure. A “unit” could be any approved final product from a 200 SF studio to a 1,400 SF three-bedroom single-family home or condominium.

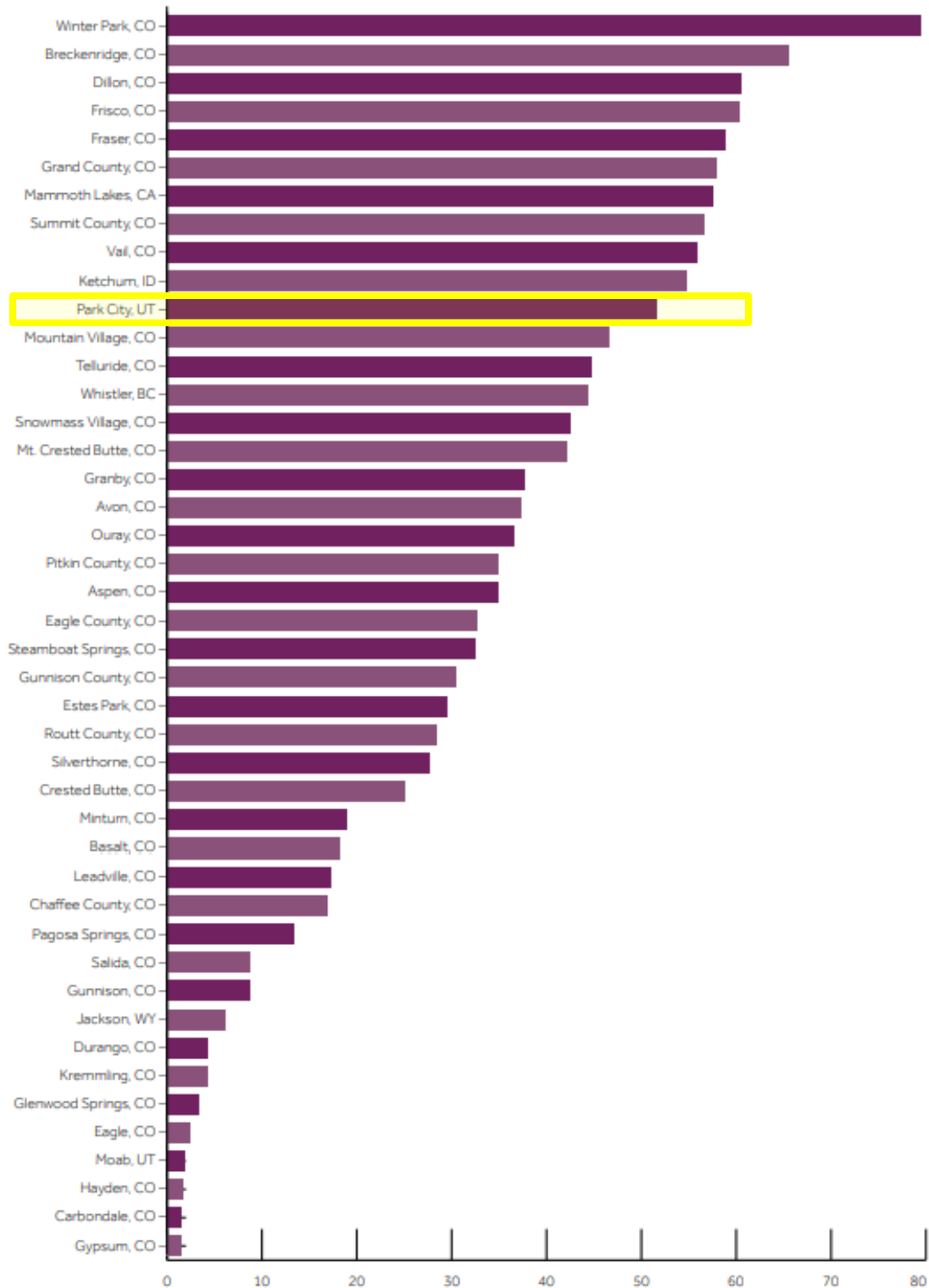
The following table contains a detailed summary of projects that have or are expected to contribute towards Park City's goal of 800 new units of affordable housing by 2026.

Developed		
Project	Units	Location
1450-1460 Park Avenue	8	Old Town
Central Park	11	Prospector
Woodside Park Phase I	7	Old Town
Transit Housing on Marsac	6	Old Town
Emp Pass Lot 3 VEPN - Bldg 3	1	Upper Deer Valley
Emp Pass Lot 2 VEPN - Bldg 4	2	Upper Deer Valley
Emp Pass Tower Residential - Bldg 1	1	Upper Deer Valley
Park City Heights	68	Quinn's Junction
IHC (Old)	22	Prospector
IHC (New) + Physicians Holdings	37	Old Town
Kings Crown	11	Old Town
Sum	174	
Under Construction		
Project		
EngineHouse	99	Bonanza Park
Studio Crossing	208	Quinn's Junction
Emp Pass B2 East Subdivision	6	Upper Deer Valley
Sum	313	
Entitled		
Project		
HoPa (net addition)	195	Park Meadows
Park City Heights	11	Quinn's Junction
Sum	206	
Sum of Units Developed, Under Construction, and Entitled	693	

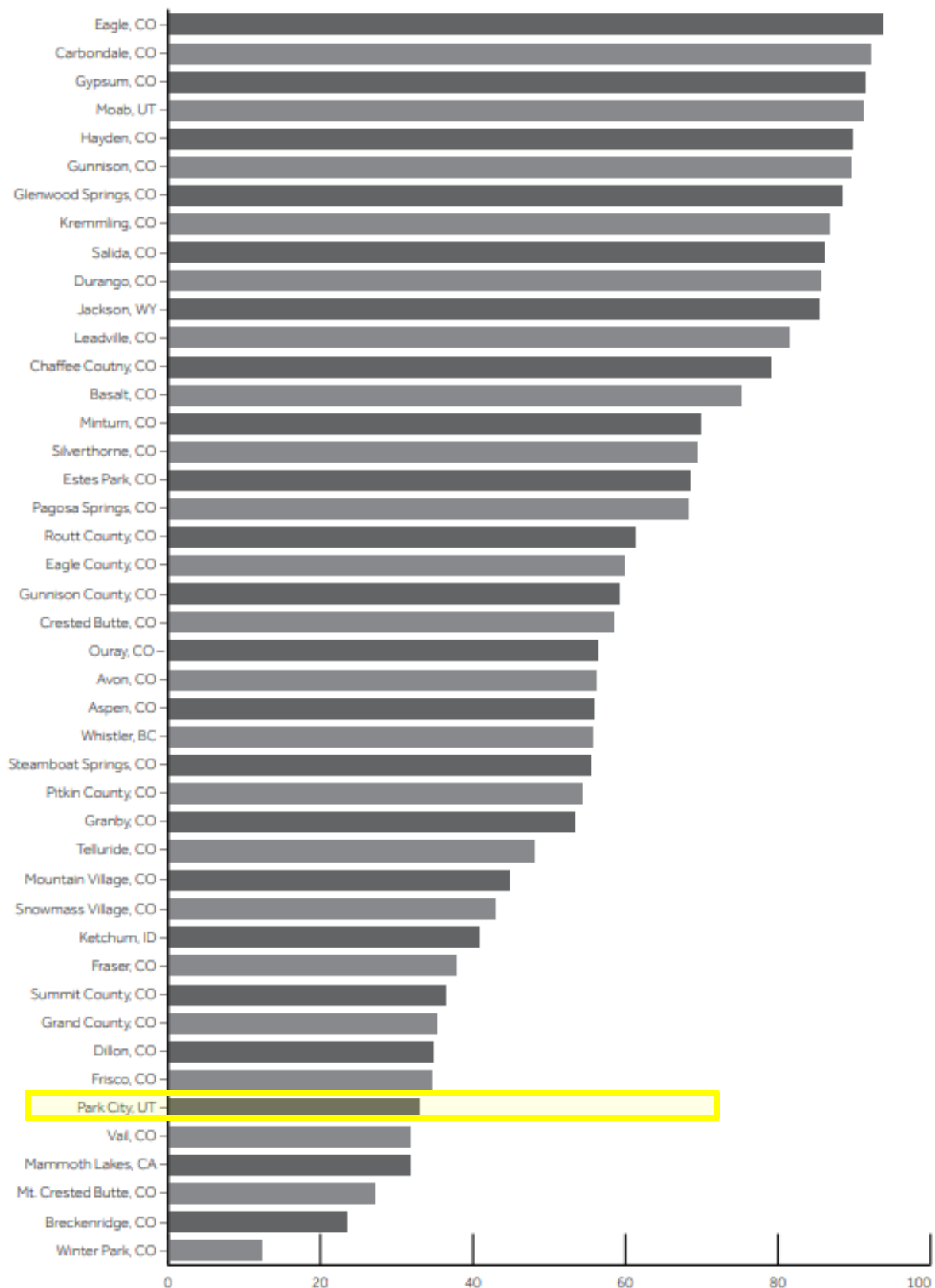
Other sources include:

- [2023 Workforce Housing Report](#), Northwest Colorado Council of Governments
- [2022-2024 State of the State's Housing Market](#), Kem C. Gardner Policy Institute
- [2021 Park City Housing Needs Assessment](#), James Wood
- [2019 Regional Housing Needs Assessment](#).

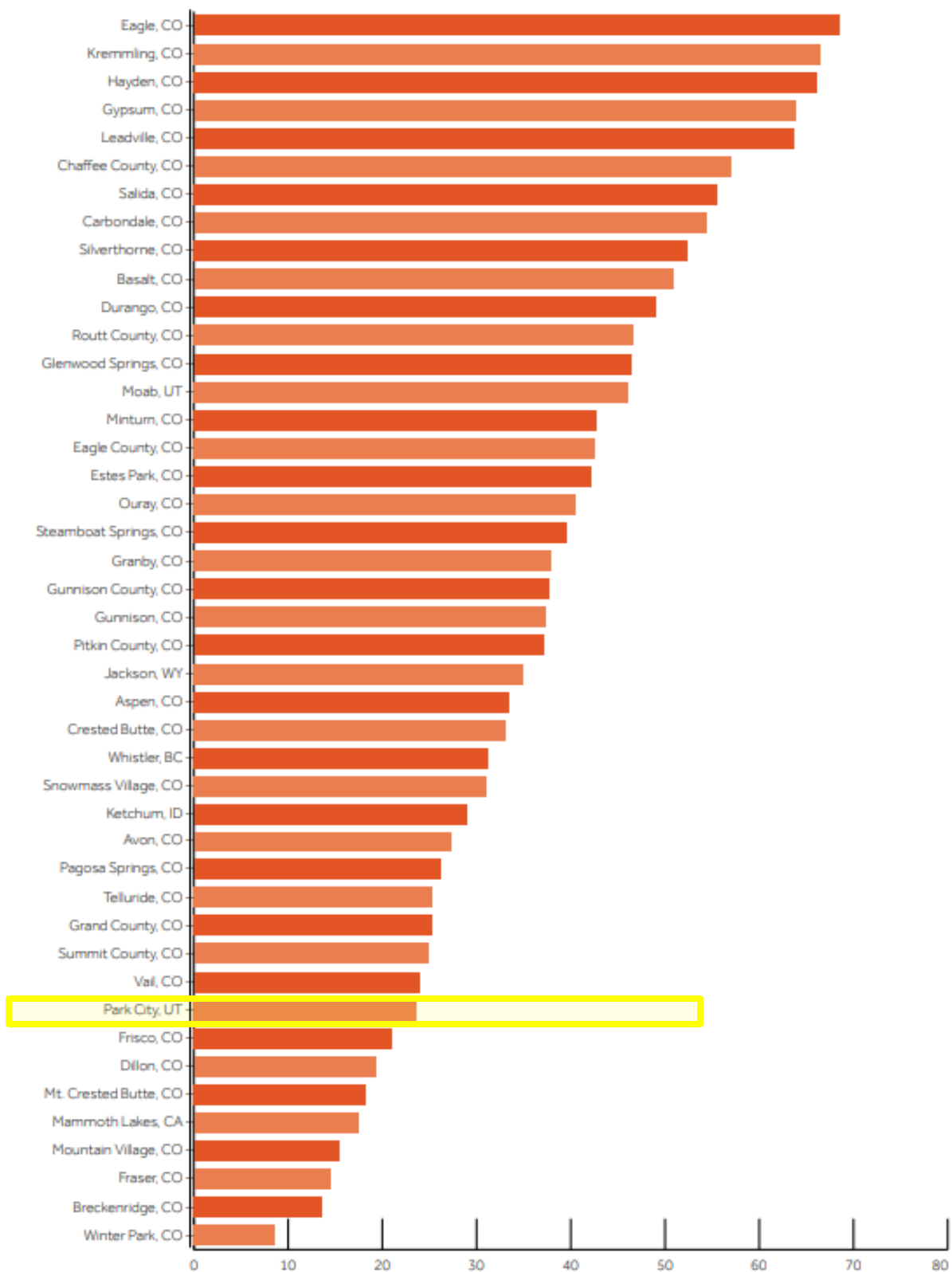
% of Housing Units Vacant for Seasonal/Recreational Use



Households as a % of Total Housing Units



Owner Occupied as a % of Total Housing Units



City Council Staff Communication



Subject: Historic District Design Guidelines Update
Application: PL-23-05962
Authors: Caitlyn Tubbs, Historic Preservation Planner
Lillian Zollinger, Planner II
Date: February 15, 2024
Type of Item: Legislative – Land Management Code Amendments

Recommendation

(I) Review the proposed Land Management Code Amendments (II) conduct a public hearing, and (III) consider approving Ordinance No. 2024-05 (Exhibit A).

Description

Applicant: Planning Department

Zoning Districts: Historic Residential Low – Density
Historic Residential – 1
Historic Residential – 2
Historic Residential Medium Density
Historic Recreation Commercial
Historic Commercial Business

Chapters Amended: 15-11 *Historic Preservation*
Chapter 15-13 *Design Guidelines for Historic Districts and Historic Sites*

Reason for Review: The Historic Preservation Board reviewed and unanimously forwarded a positive recommendation. The Planning Commission reviewed and forwarded a positive recommendation to the City Council (4-2). The City Council takes Final Action on Land Management Code amendments pursuant to [§ 15-1-7](#).

Summary

The Land Management Code is enacted to implement the goals and policies of the General Plan, in part to protect and enhance the City's Historic Character ([§ 15-1-2\(B\)](#)). General Plan [Community Planning Strategy 15.4](#) (p. 108) is to "[r]eview, annually, the Land Management Code (LMC) and Park City's Design Guidelines for Historic Districts and Historic Sites in order to maintain regulatory consistency." One of the inconsistencies within the LMC is an allowance for two-car garages within the Historic Districts, but a 12-foot limitation on maximum driveway width. The proposed amendments clarify criteria for residential driveways in the Historic Districts to address driveway standards to accommodate access to a two-car garage. The proposed amendments also make minor corrections.

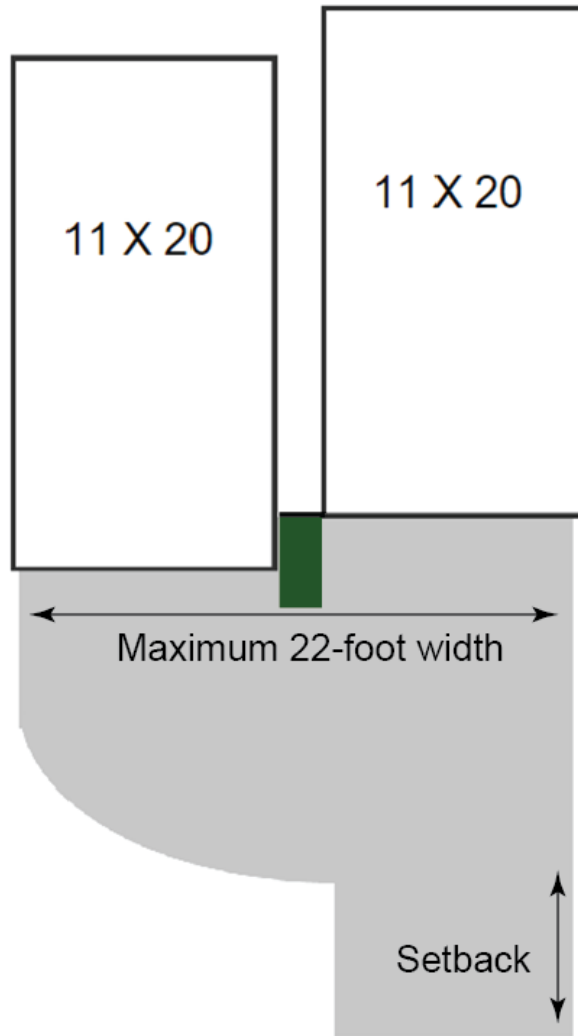
The amendments were reviewed by the Historic Preservation Board on December 6, 2023 ([Staff Report](#); [Minutes](#), p. 10) and the Planning Commission on December 13, 2023 ([Staff Report](#); [Minutes](#), p. 3). Following a public hearing, the Planning Commission forwarded a positive recommendation to the City Council.

Two-Car Garages are Allowed in the Historic Districts and the Proposed Amendments Clarify Driveway Regulations.

For Historic Sites, LMC [§ 15-13-2\(B\)\(5\)\(b\)\(7\)](#) states single-car wide tandem garages are recommended and side-by-side parking configurations are strongly discouraged, but if used, must be visually minimized when viewed from the primary right-of-way. LMC [§ 15-13-2\(B\)\(5\)\(b\)\(8\)](#) states garages with side-by-side parking configurations must maintain a two-foot offset in the wall plane. These same standards apply to Non-Historic Sites within the Historic Districts (LMC [§ 15-13-8\(B\)\(6\)\(a\)\(7\)](#)). LMC [§ 15-3-4\(A\)\(1\)](#) requires garages to have a minimum interior dimension of 11 feet in width and 20 feet in depth.

Historic and Non-Historic Sites in the Historic Districts are recommended to be limited to a 10-foot-wide driveway but are restricted to no more than a 12-foot-wide driveway (LMC [§ 15-13-2\(B\)\(1\)\(g\)\(6\)](#) and LMC [§ 15-13-8\(B\)\(1\)\(h\)\(7\)](#)). The restriction on maximum driveway width has led to challenges for sites with a two-car garage. Existing non-complying driveways that were built prior to the adoption of the code establishing a 12-foot-wide maximum may be maintained in accordance with LMC [§ 15-9-6 Non-Complying Structures](#) in that they may be repaired and maintained, but not increased. Property owners with wide driveways have come forward to upgrade their driveways to heated driveways and are unable to access their two-car garages under the current Historic District driveway maximum width regulations. Also, several applicants and property owners have expressed access concerns regarding the maximum driveway widths in Historic Districts for two-car garages, including difficulties along narrow rights-of-way on steep slopes.

The proposed amendments allow for two types of driveways within the Historic Districts to access a two-car garage. The first includes a 12-foot maximum curb cut and driveway width within the setback area, with an opportunity to flare to a maximum 22-foot maximum width to access an approved two-car garage:



The second type of driveway requires a maximum 10-foot-wide curb cut and maximum driveway width with an 18-inch landscape buffer separating the driveways, and a vertical element at least 18 inches in height, 18 inches in width, and in a length to be approved by the Engineering Department depending on Right-of-Way encroachments and Sight Distance Triangle:

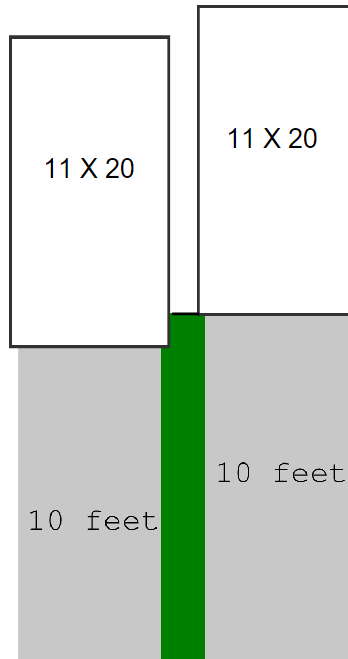


Figure 1: Example of at-grade landscaping



Figure 2: Example of vertical element

The Proposed Amendments Propose Minor Corrections

The draft Ordinance:

- Removes conflicting statements (e.g. “*all elevations of the new infill residential building **should shall**¹ be designed in a manner consistent...*”)
- Replaces “Guidelines” with “Regulations” because the Historic District requirements are codified standards
- Removes an asterisk in the Historic Sites Inventory in [Section 15-11-10](#) noting properties under appeal for Determination of Significance – the appeals are no longer active
- Replaces “him” and “his” with “their”
- Corrects minor grammatical and spelling errors

Exhibits

Exhibit A: Draft Redlines

¹ Emphasis added

Ordinance No. 2024-05

**AN ORDINANCE AMENDING LAND MANAGEMENT CODE CHAPTER 15-11
HISTORIC PRESERVATION AND CHAPTER 15-13 *DESIGN GUIDELINES FOR
HISTORIC DISTRICTS AND HISTORIC SITES***

WHEREAS, the purposes of the Land Management Code include promoting the general health, safety, and welfare of the present and future inhabitants, businesses, and visitors of the City and protecting and enhancing the vitality of the City's resort-based economy, the overall quality of life, the Historic Character, and unique mountain town community;

WHEREAS, the Land Management Code implements the goals and policies of the Park City General Plan;

WHEREAS, *Historic Character* is one of the core values in the Park City General Plan;

WHEREAS, Goal 15 is to preserve the integrity, mass, scale, compatibility, and historic fabric of the national and locally designated historic resources and districts for future generations and Objective 15B of the General Plan is to "[m]aintain character, context and scale of local historic districts with compatible infill development and additions;"

WHEREAS, Community Planning Strategy 15.4 of the General Plan is to "[r]eview, annually, the Land Management Code (LMC) and Park City's Design Guidelines for Historic Districts and Historic Sites in order to maintain regulatory consistency;"

WHEREAS, the purpose of the Historic Preservation Board is to in part preserve the City's unique historic character and to encourage compatible design and construction in the City's Historic Districts and Historic Sites through periodic updates to Land Management Code Chapter 15-13 *Design Guidelines for Historic Districts and Historic Sites*;

WHEREAS, on November 1, 2023, the Historic Preservation Board conducted a work session on potential amendments to the Land Management Code to clarify maximum driveway widths for two-car garages in the Historic Districts and to make minor corrections;

WHEREAS, on December 6, 2023, the Historic Preservation Board conducted a public hearing and forwarded a positive recommendation to the Planning Commission and City Council;

WHEREAS, the Planning Commission conducted a duly noticed public hearing on December 13, 2023, and forwarded a positive recommendation to the City Council;

WHEREAS, the City Council conducted a duly noticed public hearing on February 15, 2024.

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

SECTION 1. AMEND MUNICIPAL CODE OF PARK CITY LAND MANAGEMENT CODE TITLE 15. The recitals are incorporated herein as findings of fact. Municipal Code of Park City Title 15 Land Management Code Chapter 15-11 *Historic Preservation* and Chapter 15-13 *Design Guidelines for Historic Districts and Historic Sites* are hereby amended as outlined in Attachment 1.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 15th day of February 2024.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

City Recorder

Approved as to form:

City Attorney's Office

1	<u>15-11 Historic Preservation</u>
2	<u>15-11-1 Establishment Of Board</u>
3	<u>15-11-2 Terms And Qualifications Of Members</u>
4	<u>15-11-3 Organization</u>
5	<u>15-11-4 Absence Deemed Resignation Or Grounds For Removal</u>
6	<u>15-11-5 Purposes</u>
7	<u>15-11-6 Additional Duties</u>
8	<u>15-11-7 Limitations</u>
9	<u>15-11-8 Staff Assistance</u>
10	<u>15-11-9 Preservation Policy</u>
11	<u>15-11-10 Park City Historic Sites Inventory</u>
12	<u>15-11-11 [Design Guidelines] Regulations For Historic Districts And Historic Sites</u>
13	<u>15-11-12 Historic District Or Historic Site [Design] Review</u>
14	<u>15-11-12.5 Historic Preservation Board Review For Material Deconstruction</u>
15	<u>15-11-13 Relocation And/Or Reorientation Of A Historic Building Or Historic Structure</u>
16	<u>15-11-14 Disassembly And Reassembly Of A Historic Building Or Historic Structure</u>
17	<u>15-11-15 Reconstruction Of An Existing Historic Building Or Historic Structure</u>
18	<u>15-11-16 Demolition Of Historic Buildings, Structures, And Sites</u>
19	<u>15-11-17 Certificate Of Appropriateness For Demolition (CAD)</u>
20	<u>15-11-18 CAD Pre-Hearing Application Requirements</u>
21	<u>15-11-19 CAD Hearing</u>
22	
23

15-11-5 Purposes

The purposes of the HPB are:

- A. To preserve the City's unique Historic character and to encourage compatible design and construction through the creation, and periodic update of comprehensive ~~[Design Guidelines]~~ Regulations For Historic Districts And Historic Sites, Chapter 15-13;
- B. To identify as early as possible and resolve conflicts between the preservation of cultural resources and alternative land Uses;
- C. To provide input to staff, the Planning Commission and City Council towards safeguarding the heritage of the City in protecting Historic Sites, Buildings, and/or Structures;
- D. To recommend to the Planning Commission and City Council ordinances that may encourage Historic preservation;
- E. To communicate the benefits of Historic preservation for the education, prosperity, and general welfare of residents, visitors and tourists;
- F. To recommend to the City Council Development of 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;
- H. To review and take action on all designation of Sites to the Historic Sites Inventory Applications submitted to the City; and
- I. To review and take action on material deconstruction applications for those Sites listed on the Historic Sites Inventory.

HISTORY

Adopted by Ord. 02-07 on 5/23/2002

Amended by Ord. 03-34 on 7/10/2003

Amended by Ord. 09-23 on 7/9/2009

Amended by Ord. 15-53 on 12/17/2015

Amended by Ord. 16-15 on 3/24/2016

Amended by Ord. 2016-44 on 9/15/2016

Amended by Ord. 2022-16 on 5/26/2022

....

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 Historic Sites, Buildings, and Structures is required. 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]~~ Applicants 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~~ their designee. 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~~ Applicant 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.

HISTORY

Adopted by Ord. 02-07 on 5/23/2002

Amended by Ord. 03-34 on 7/10/2003

Amended by Ord. 09-09 on 2/12/2009

Amended by Ord. 09-23 on 7/9/2009

15-11-10 Park City Historic Sites Inventory

The City Council 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. City Council shall make the final determination on all Determination of Significance applications considering the criteria below, with the recommendation of the Historic Preservation Board.

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 City Council, with a recommendation from the Historic Preservation Board, considers all the criteria listed below:

- a. It is at least fifty (50) years old or 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:
 - (1) An era that has made a significant contribution to the broad patterns of our history; or
 - (2) The lives of Persons significant in the history of the community, state, region, or nation; or
 - (3) 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 City Council, with a recommendation from the Historic Preservation Board, considers all the criteria listed below:

- a. It is at least fifty (50) years old or the Site is of exceptional importance to the community; and

- 135 b. It retains its Essential Historic Form as may be demonstrated but
136 not limited by any of the following:
- 137 (1) It previously received a historic grant from the City; or
138 (2) It was previously listed on the Historic Sites Inventory; or
139 (3) It was listed as Significant on any reconnaissance or
140 intensive level survey of historic resources; and
- 141 c. It has one (1) or more of the following:
- 142 (1) It retains its historic scale, context, materials in a manner
143 and degree which can be restored to its Essential Historic
144 Form even if it has non-historic additions; or
145 (2) It reflects the Historical or Architectural character of the site
146 or district through design characteristics such as mass,
147 scale, composition, materials, treatment, cornice, and/or
148 other architectural features as are Visually Compatible to the
149 Mining Era Residences National Register District even if it
150 has non-historic additions; and
- 151 d. It is important in local or regional history architecture, engineering,
152 or culture associated with at least one (1) of the following:
- 153 (1) An era of Historic Importance to the community, or
154 (2) Lives of Persons who were of Historic importance to the
155 community, or
156 (3) Noteworthy methods of construction, materials, or
157 craftsmanship used during the Historic period.

- 158 **3. CONTRIBUTORY SITE.** Any Buildings (main, attached, detached or
159 public), Accessory Buildings and/or Structures may be designated to the
160 Historic Sites Inventory as a Contributory Site if the City Council, with a
161 recommendation from the Planning Department, considers all the criteria
162 listed below:
- 163 a. The structure is forty (40) years old or older (this includes buildings
164 not historic to Park City that were relocated to prevent demolition);
165 and
- 166 b. Meets one of the following:
- 167 (1) Expresses design characteristics such as mass, scale,
168 composition, materials, treatment, cornice, and/or other
169 architectural features as are Visually Compatible to the
170 Mining Era Residences National Register District; or
- 171 (2) It is important in local or regional history, architecture,
172 engineering, or culture associated with at least one (1) of the
173 following:
- 174 (A) An era of Historic importance to the community; or
175 (B) Lives of Persons who were of Historic importance to
176 the community, or
- 177 (C) Noteworthy methods of construction, materials, or
178 craftsmanship used during the Historic Period
- 179 c. Contributory structures may be eligible for Historic District Grant
180 funding. Contributory structures are eligible for demolition.

181 4. Any Development involving the Reassembly or Reconstruction of a
182 Landmark Site or a Significant Site that is executed pursuant to Sections
183 15-11-14 or 15-11-15 of this code shall remain on the Park City Historic
184 Sites Inventory. Following Reassembly or Reconstruction, the City
185 Council, with a recommendation from the Historic Preservation Board, will
186 review the project to determine if the work has required a change in the
187 site or structure's historic designation from Landmark to Significant.

188 **B. PROCEDURE FOR DESIGNATING SITES TO THE PARK CITY HISTORIC**

189 **SITES INVENTORY.** The Planning Department shall maintain an inventory of
190 Historic Sites which reflects the Historic Sites Inventory adopted herein. It is
191 hereby declared that all Buildings (main, attached, detached or public),
192 Accessory Buildings, and/or Structures within Park City, which City Council
193 considers to be in compliance with the criteria found in Sections 15-11-10(A)(1)
194 or 15-11-10(A)(2) are determined to be on the Park City Historic Sites Inventory.
195 Any Owner of a Building (main, attached, detached or public), Accessory
196 Building, and/or Structure, may nominate it for listing in the Park City Historic
197 Sites Inventory. The Planning Department may nominate a Building (main,
198 attached, detached or public), Accessory Building, and/or Structure for listing in
199 the Park City Historic Sites Inventory. The nomination and designation
200 procedures are as follows:

- 201 1. **COMPLETE APPLICATION.** The Application shall be on forms as
202 prescribed by the City and shall be filed with the Planning Department.
203 Upon receiving a Complete Application for designation, the Planning staff

shall schedule a hearing before the Historic Preservation Board within ninety (90) 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 15-11-10(A)(1) or Section 15-11-10(A)(2), the Building (main, attached, detached or public), Accessory Building, and/or Structure will be recommended to the City Council to be added to the Historic Sites Inventory.

C. **REMOVAL OF A SITE FROM THE PARK CITY HISTORIC SITES INVENTORY.**

The City Council, with a recommendation from 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 Section 15-11-10(A)(1) or 15-11-10(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 has 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 Section 15-11-10(A)(1) or 15-11-10(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 removal, the Planning staff shall schedule a hearing before the Historic Preservation Board within ninety (90) 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

248 the Site from the inventory. The HPB will make a recommendation
249 to City Council. The City Council will consider and determine
250 whether the proposal complies with the criteria set forth in Section
251 15-11-10(A)(1) or Section 15-11-10(A)(2), the Building (main,
252 attached, detached, or public) Accessory Building, and/or Structure
253 will be removed from the Historic ~~Sties~~ Sites Inventory.

254 D. Properties identified on the Historic Sites Inventory are hereby designated by
255 Ordinance as Landmark or Significant. These properties include:

256 1. Landmark

- 257 a. 44 Chambers Street
- 258 b. 64 Chambers Street
- 259 c. 732 Crescent Tram
- 260 d. 61 Daly Avenue
- 261 e. 118 Daly Avenue
- 262 f. 131 Daly Avenue
- 263 g. 142 Daly Avenue
- 264 h. 145 Daly Avenue
- 265 i. 162 Daly Avenue
- 266 j. 166 Daly Avenue
- 267 k. 243 Daly Avenue
- 268 l. 279 Daly Avenue
- 269 m. 314 Daly Avenue
- 270 n. 830 Empire Avenue

271	o. 835 Empire Avenue
272	p. 911 Empire Avenue
273	q. 939 Empire Avenue
274	r. 270 Grant Avenue
275	s. 27 Hillside Avenue
276	t. 3000 Highway 224
277	u. 2780 Kearns Boulevard
278	v. 33 King Road
279	w. 45 King Road
280	x. 69 King Road
281	y. 74 King Road
282	z. 1400 Lucky John Drive
283	aa. 125 Main Street
284	ab. 140 Main Street
285	ac. 150 Main Street
286	ad. 151 Main Street
287	ae. 170 Main Street
288	af. 176 Main Street
289	ag. 221 Main Street
290	ah. 305 Main Street

291	ai. 306 Main Street
292	aj. 309 Main Street
293	ak. 312 Main Street
294	al. 322 Main Street
295	am. 328 Main Street
296	an. 350 Main Street
297	ao. 361-363 Main Street
298	ap. 368 Main Street
299	aq. 402 Main Street
300	ar. 405 Main Street
301	as. 419 Main Street
302	at. 427 Main Street
303	au. 430 Main Street
304	av. 434 Main Street
305	aw. 436 Main Street
306	ax. 438 Main Street

307	ay. 440 Main Street
308	az. 447 Main Street
309	ba. 508 Main Street
310	bb. 509 Main Street
311	bc. 511 Main Street
312	bd. 523 Main Street
313	be. 528 Main Street
314	bf. 540 Main Street
315	bg. 541 Main Street
316	bh. 550 Main Street
317	bi. 562 Main Street
318	bj. 573 Main Street
319	bk. 586 Main Street
320	bl. 660 Main Street
321	bm. 252 Marsac Avenue
322	bn. 334 Marsac Avenue

323	bo. 342 Marsac Avenue
324	bp. 412 Marsac Avenue
325	bq. 416 Marsac Avenue
326	br. 445 Marsac Avenue
327	bs. 243 McHenry Avenue
328	bt. 2414 Monitor Drive
329	bu. 143 Norfolk Avenue
330	bv. 802 Norfolk Avenue
331	bw. 811 Norfolk Avenue
332	bx. 823 Norfolk Avenue
333	by. 824 Norfolk Avenue
334	bz. 843 Norfolk Avenue
335	ca. 902 Norfolk Avenue
336	cb. 933 Norfolk Avenue
337	cc. 945 Norfolk Avenue
338	cd. 946 Norfolk Avenue

339	ce. 955 Norfolk Avenue
340	cf. 962 Norfolk Avenue
341	cg. 1002.5 Norfolk Avenue
342	ch. 1003 Norfolk Avenue
343	ci. 1101 Norfolk Avenue
344	cj. 1102 Norfolk Avenue
345	ck. 264 Ontario Avenue
346	cl. 316 Ontario Avenue
347	cm. 323 Ontario Avenue
348	cn. 355 Ontario Avenue
349	co. 413 Ontario Avenue
350	cp. 417 Ontario Avenue
351	cq. 44 Ontario Canyon Street
352	cr. 121 Park Avenue
353	cs. 139 Park Avenue
354	ct. 157 Park Avenue

355	cu. 161 Park Avenue
356	cv. 259 Park Avenue
357	cw. 323 Park Avenue
358	cx. 325 Park Avenue
359	cy. 343 Park Avenue
360	cz. 351 Park Avenue
361	da. 363 Park Avenue
362	db. 401 Park Avenue
363	dc. 402 Park Avenue
364	dd. 416 Park Avenue
365	de. 421 Park Avenue
366	df. 424 Park Avenue
367	dg. 445 Park Avenue
368	dh. 455 Park Avenue
369	di. 463 Park Avenue
370	dj. 502 Park Avenue

371	dk. 517 Park Avenue
372	dl. 525 Park Avenue
373	dm. 527 Park Avenue
374	dn. 528 Park Avenue
375	do. 539 Park Avenue
376	dp. 543 Park Avenue
377	dq. 553 Park Avenue
378	dr. 606 Park Avenue
379	ds. 610 Park Avenue
380	dt. 614 Park Avenue
381	du. 638 Park Avenue
382	dv. 651 Park Avenue
383	dw. 690 Park Avenue
384	dx. 698 Park Avenue
385	dy. 703 Park Avenue
386	dz. 943 Park Avenue

387	ea. 959 Park Avenue
388	eb. 1021 Park Avenue
389	ec. 1049 Park Avenue
390	ed. 1062 Park Avenue
391	ee. 1063 Park Avenue
392	ef. 1119 Park Avenue
393	eg. 1124 Park Avenue
394	eh. 1125 Park Avenue
395	ei. 1128 Park Avenue
396	ej. 1141 Park Avenue
397	ek. 1150 Park Avenue
398	el. 1209 Park Avenue
399	em. 1215 Park Avenue
400	en. 1255 Park Avenue
401	eo. 1280 Park Avenue
402	ep. 1301 Park Avenue

403	eq. 1304 Park Avenue
404	er. 1328 Park Avenue
405	es. 1354 Park Avenue
406	et. 1503 Park Avenue (does not include garage)
407	eu. 14 Prospect Street
408	ev. 22 Prospect Street
409	ew. 36 Prospect Street
410	ex. 51 Prospect Street
411	ey. 57 Prospect Street
412	ez. 59 Prospect Street
413	fa. 68 Prospect Street
414	fb. 101 Prospect Street
415	fc. 755 Rossie Hill Drive, formerly 622 Rossie Hill Drive
416	fd. 729 Rossie Hill Drive, formerly 652 Rossie Hill Drive
417	fe. 741 Rossie Hill Drive, formerly 660 Rossie Hill Drive
418	ff. 41 Sampson Avenue

419	fg. 222 Sandridge Road
420	fh. 39 Seventh Street
421	fi. 41 Seventh Street
422	fj. Glenwood Cemetery
423	fk. 147 Swede Alley
424	fl. 1895 Three Kings Drive
425	fm. 109 Woodside Avenue
426	fn. 232 Woodside Avenue
427	fo. 335 Woodside Avenue
428	fp. 564 Woodside Avenue
429	fq. 655 Woodside Avenue
430	fr. 817 Woodside Avenue
431	fs. 839 Woodside Avenue
432	ft. 901 Woodside Avenue
433	fu. 951 Woodside Avenue
434	fv. 1010 Woodside Avenue

435 fw. 1026 Woodside Avenue

436 fx. 1057 Woodside Avenue

437 fy. 1060 Woodside Avenue

438 fz. 1100 Woodside Avenue

439 ga. 1110 Woodside Avenue

440 gb. 1127 Woodside Avenue

441 gc. 1162 Woodside Avenue

442 gd. 1167 Woodside Avenue

443 2. Significant

444 a. 5 Daly Avenue

445 b. 10 Daly Avenue

446 c. 24 Daly Avenue

447 d. 71 Daly Avenue

448 e. 81 Daly Avenue

449 f. 97 Daly Avenue

450 g. 124 Daly Avenue

451 h. 161 Daly Avenue

452 i. 167 Daly Avenue

453 j. 172 Daly Avenue

454	k. 173 Daly Avenue
455	l. 180 Daly Avenue
456	m. 187 Daly Avenue
457	n. 199 Daly Avenue
458	o. 239 Daly Avenue
459	p. 255 Daly Avenue
460	q. 257 Daly Avenue
461	r. 269 Daly Avenue
462	s. 291 Daly Avenue
463	t. 297 Daly Avenue
464	u. 309 Daly Avenue
465	v. 360 Daly Avenue
466	w. 555 Deer Valley Drive
467	x. 560 Deer Valley Drive
468	y. 577 Daly Avenue
469	z. 595 Deer Valley Loop Road
470	aa. 632 Deer Valley Loop Road
471	ab. 2465 Doc Holiday Drive
472	ac. 841 Empire Avenue
473	ad. 844 Empire Avenue
474	ae. 901 Empire Avenue

475	af. 920 Empire Avenue
476	ag. 923 Empire Avenue
477	ah. 963 Empire Avenue
478	ai. 964 Empire Avenue
479	aj. 1004 Empire Avenue
480	ak. 1011 Empire Avenue
481	al. 1013-1015 Empire Avenue
482	am. 250 Grant Avenue
483	an. 262 Grant Avenue
484	ao. 304 Grant Avenue
485	ap. 199 Heber Avenue
486	aq. 201 Heber Avenue
487	ar. 9 Hillside Avenue
488	as. 37 Hillside Avenue
489	at. 114 Hillside Avenue
490	au. 3000 HWY 224

491	av. 80 King Road
492	aw. 81 King Road
493	ax. 109 Main Street
494	ay. 115 Main Street
495	az. 122 Main Street
496	ba.133 Main Street
497	bb.148 Main Street
498	bc. 158 Main Street
499	bd. 186 Main Street
500	be. 227 Main Street
501	bf. 268 Main Street
502	bg. 347-357 Main Street
503	bh. 354 Main Street
504	bi. 355-357 Main Street
505	bj. 359 Main Street
506	bk. 361.5 Main Street

507	bl. 408 Main Street
508	bm. 412 Main Street
509	bn. 442-444 Main Street
510	bo. 449 Main Street
511	bp. 450 Main Street
512	bq. 461-463 Main Street
513	br. 510 Main Street
514	bs. 515 Main Street
515	bt. 556 Main Street
516	bu. 558 Main Street
517	bv. 591 Main Street
518	bw. 220 Marsac Avenue
519	bx. 38 Marsac Avenue
520	by. 402 Marsac Avenue
521	bz. 508 Marsac Avenue
522	ca. 257 McHenry Avenue

523	cb. 2245 Monitor Drive
524	cc. 164 Norfolk Avenue
525	cd. 668 Norfolk Avenue
526	ce. 713 Norfolk Avenue
527	cf. 803 Norfolk Avenue
528	cg. 827 Norfolk Avenue
529	ch. 835 Norfolk Avenue
530	ci. 901 Norfolk Avenue
531	cj. 915 Norfolk Avenue
532	ck. 1002 Norfolk Avenue
533	cl. 1009 Norfolk Avenue
534	cm. 1021 Norfolk Avenue
535	cn. 1055 Norfolk Avenue
536	co. 1063 Norfolk Avenue
537	cp. 1135 Norfolk Avenue
538	cq. 1259 Norfolk Avenue

539	cr. 1302 Norfolk Avenue
540	cs. 308 Ontario Avenue
541	ct. 317 Ontario Avenue
542	cu. 341 Ontario Avenue
543	cv. 405 Ontario Avenue
544	cw. 422 Ontario Avenue
545	cx. 104 Park Avenue
546	cy. 145 Park Avenue
547	cz. 263 Park Avenue
548	da. 305 Park Avenue
549	db. 339 Park Avenue
550	dc. 364 Park Avenue
551	dd. 411 Park Avenue
552	de. 435 Park Avenue
553	df. 450 Park Avenue
554	dg. 526 Park Avenue

555	dh. 527 Park Avenue
556	di. 557 Park Avenue
557	dj. 561 Park Avenue
558	dk. 569 Park Avenue*
559	dl. 575 Park Avenue
560	dm. 581 Park Avenue
561	dn. 602 Park Avenue
562	do. 628 Park Avenue
563	dp. 657 Park Avenue
564	dq. 801 Park Avenue
565	dr. 811 Park Avenue
566	ds. 817 Park Avenue
567	dt. 820 Park Avenue
568	du. 909 Park Avenue
569	dv. 915 Park Avenue
570	dw. 923 Park Avenue

571	dx. 929 Park Avenue
572	dy. 937 Park Avenue
573	dz. 949 Park Avenue
574	ea. 1015 Park Avenue
575	eb. 1043 Park Avenue
576	ec. 1059 Park Avenue
577	ed. 1060 Park Avenue
578	ee. 1101 Park Avenue
579	ef. 1102 Park Avenue
580	eg. 1108 Park Avenue
581	eh. 1109 Park Avenue
582	ei. 1114 Park Avenue
583	ej. 1129 Park Avenue
584	ek. 1135 Park Avenue
585	el. 1149 Park Avenue
586	em. 1160 Park Avenue

587	en. 1266 Park Avenue
588	eo. 1274 Park Avenue
589	ep. 1323 Park Avenue
590	eq. 1326 Park Avenue
591	er. 1333 Park Avenue
592	es. 1359 Park Avenue
593	et. 1420 Park Avenue
594	eu. 1450 Park Avenue
595	ev. 1460 Park Avenue
596	ex. 1488 Park Avenue
597	ey. 9 Prospect Street
598	ez. 52 Prospect Street
599	fa. 60 Prospect Street
600	fb. 147 Ridge Avenue
601	fc. 16 Sampson Avenue
602	fd. 40 Sampson Avenue

603	fe. 60 Sampson Avenue
604	ff. 115 Sampson Avenue
605	fg. 135 Sampson Avenue
606	fh. 130 Sandridge Road
607	fi. 152 Sandridge Road
608	fj. 164 Sandridge Road
609	fk. 218 Sandridge Road
610	fl. 228 Sandridge Road
611	fm. 224 Sandridge Road
612	fn. 175 Snows Lane
613	fo. 205 Snows Lane
614	fp. 601 Sunnyside Avenue
615	fq. 115 Woodside Avenue
616	fr. 133 Woodside Avenue
617	fs. 139 Woodside Avenue
618	ft. 149 Woodside Avenue

619	fu. 311 Woodside Avenue
620	fv. 316 Woodside Avenue
621	fw. 332 Woodside Avenue
622	fx. 347 Woodside Avenue
623	fy. 359 Woodside Avenue
624	fz. 401 Woodside Avenue
625	ga. 405 Woodside Avenue
626	gb. 424 Woodside Avenue
627	gc. 429 Woodside Avenue
628	gd. 481 Woodside Avenue
629	ge. 501 Woodside Avenue
630	gf. 505 Woodside Avenue
631	gg. 543 Woodside Avenue
632	gh. 563 Woodside Avenue
633	gi. 605 Woodside Avenue
634	gj. 615 Woodside Avenue

635	gk. 627 Woodside Avenue
636	gl. 633 Woodside Avenue
637	gm. 664 Woodside Avenue
638	gn. 733 Woodside Avenue
639	go. 805 Woodside Avenue
640	gp. 823 Woodside Avenue
641	gr. 827 Woodside Avenue
642	gs. 835 Woodside Avenue
643	gt. 905 Woodside Avenue
644	gu. 909 Woodside Avenue
645	gv. 919 Woodside Avenue
646	gw. 1002 Woodside Avenue
647	gx. 1007 Woodside Avenue
648	gy. 1013 Woodside Avenue
649	gz. 1020 Woodside Avenue
650	ha. 1027 Woodside Avenue

651 hb. 1045 Woodside Avenue

652 hc. 1053 Woodside Avenue

653 hd. 1062 Woodside Avenue

654 he. 1103 Woodside Avenue

655 hf. 1107 Woodside Avenue

656 hg. 1120 Woodside Avenue

657 hh. 1147 Woodside Avenue

658 hi. 1158 Woodside Avenue

659 hj. 1323 Woodside Avenue

660 hk. 1439 Woodside Avenue

661 hl. 1445 Woodside Avenue

662 hm. 1455 Woodside Avenue

663 3. Mining Sites

- 664 a. California Comstock Mine Site—Mill Building and Cabin
- 665 b. Jupiter Mine—Ore Bin and Frame
- 666 c. Daly West Mine—Head Frame and Fire Hydrant Shacks
- 667 d. Alliance Mine – Office/Dwelling, Change Room, and Power House

- e. Silver King Consolidated Spiro Tunnel Complex—Foundry Building, Ivers Tunnel Structure, Spiro Tunnel Portal, Machine Shop Building, Sawmill Building, Water Tank A, and Coal Hopper/Boiler Structure
- f. Judge Mine Site—Assay Office and Change Room Building, Shed Structure, Explosives Bunker Portal, Mine Complex Ruins
- g. Judge Mine Aerial Tramway Towers
- h. Little Bell Mine—Ore Bin
- i. Silver King Tramway Towers
- j. Silver King Mine Site—Boarding House, Boarding House Vault, Change House, Hoist House, Mill Building, Fire Hose Shacks, Stone Wall, Stores Department Building, Transformer House, and Water Tanks
- k. Silver King Consolidated Mine—Ore bin and Counterweight
- l. Thaynes Mine—Conveyor Gallery, Hoist House, Conveyor Gallery, Fire Hydrant Shack, Boarding House Ruins, Accessory Buildings 1 and 2

4. Contributory - *Reserved for future designations*

~~[*These properties are currently under appeal for Determination of Significance.]~~

HISTORY

Adopted by Ord. 02-07 on 5/23/2002

Amended by Ord. 03-34 on 7/10/2003

Amended by Ord. 09-05 on 1/22/2009

691 Amended by Ord. 09-23 on 7/9/2009
692 Amended by Ord. 15-53 on 12/17/2015
693 Amended by Ord. 16-15 on 3/24/2016
694 Amended by Ord. 2016-44 on 9/15/2016
695 Amended by Ord. 2017-04 on 2/16/2017
696 Amended by Ord. 2017-42 on 8/3/2017
697 Amended by Ord. 2018-20 on 5/3/2018
698 Amended by Ord. 2018-35 on 6/21/2018
699 Amended by Ord. 2021-41 on 10/28/2021

700 **15-11-11 ~~[Design Guidelines]~~ Regulations For Historic Districts And Historic Sites**

701 The HPB shall promulgate and update as necessary the ~~[Design Guidelines]~~
702 Regulations for Historic Districts and Historic Sites, Chapter 15-13. Planning
703 Department staff shall review Historic District ~~[Design]~~ Review Applications for
704 properties within the Historic Districts and Landmark and Significant Historic Sites
705 designated on the Park City Historic Sites Inventory pursuant to the ~~[Design Guidelines]~~
706 Regulations for Historic Districts and Historic Sites, Chapter 15-13. The ~~[Design~~
707 ~~Guidelines]~~ Regulations for Historic Districts and Historic Sites address rehabilitation of
708 existing Structures, additions to existing Structures, and the construction of new
709 Structures. From time to time, the HPB may recommend changes to the ~~[Design~~
710 ~~Guidelines]~~ Regulations for Historic Districts and Historic Sites to the Planning
711 Commission and Council, provided that no changes in the guidelines shall take effect
712 until adopted by an ordinance of the City Council.

713 HISTORY

714 *Adopted by Ord. 02-07 on 5/23/2002*

715 *Amended by Ord. 03-34 on 7/10/2003*

716 *Amended by Ord. 09-23 on 7/9/2009*

717 *Amended by Ord. 2017-42 on 8/3/2017*

718 *Amended by Ord. 2022-16 on 5/26/2022*

719 **15-11-12 Historic District Or Historic Site ~~[Design]~~ Review**

720 The Planning Department shall review and approve, approve with conditions, or deny,
721 all Historic District / Historic Site ~~[design]~~ review Applications involving an Allowed Use,
722 a Conditional Use, or any Use associated with a Building Permit, to build, locate,
723 construct, remodel, alter, or modify any Building, accessory Building, or Structure, or
724 Site located within the Park City Historic Districts or Historic Sites, including fences and
725 driveways.

726

727 Prior to issuance of a Building Permit for any Conditional or Allowed Use, the Planning
728 Department shall review the proposed plans for compliance with Architectural Review
729 Chapter 15-5, Historic Preservation Chapter 15-11, and the ~~[Design-Guidelines]~~
730 Regulations for Historic Districts and Historic Sites Chapter 15-13. Whenever a conflict
731 exists between the LMC and the ~~[Design-Guidelines]~~ Regulations for Historic Districts
732 and Historic Sites, the more restrictive provision shall apply to the extent allowed by law.

733 A. **PRE-APPLICATION CONFERENCE.**

734

- 735 1. It is strongly recommended that the Owner and/or Owner's representative
736 attend a pre-Application conference with representatives of the Planning
737 and Building Departments for the purpose of determining the general
738 scope of the proposed Development, identifying potential impacts of the
739 Development that may require mitigation, providing information on City-
740 sponsored incentives that may be available to the Applicant, and outlining
741 the Application requirements.
- 742 2. Each Application shall comply with all of the ~~[Design Guidelines]~~
743 Regulations for Historic Districts and Historic Sites unless the Planning
744 Department determines that, because of the scope of the proposed
745 Development, certain ~~[guidelines]~~ regulations are not applicable. If the
746 Planning Department determines certain ~~[guidelines]~~ regulations do not
747 apply to an Application, the Planning Department staff shall communicate,
748 via electronic or written means, the information to the Applicant. It is the
749 responsibility of the Applicant to understand the requirements of the
750 Application.
- 751 3. The Planning Director or designee may upon review of a Pre-Application
752 submittal, determine that due to the limited scope of a project the Historic
753 District or Historic Site ~~[Design]~~ Review process as outlined in Section 15-
754 11-12 and Historic Preservation Board Review For Material
755 Deconstruction as outlined in Section 15-11-12.5 are not required and is
756 exempt.
- 757
758 If such a determination is made, the Planning Director or designee may,

upon reviewing the Pre-Application for compliance with applicable ~~[Design~~
~~Guidelines]~~ Regulations for Historic Districts and Historic Sites, approve,
deny, or approve with conditions, the project. If approved, the Applicant
may submit the project for a Building Permit.

Applications that may be exempt from the Historic ~~[Design]~~ District or
Historic Site Review process, include, but are not limited to the following:

- a. For Non-Historic Structures and Sites - minor routine maintenance,
minor routine construction work and minor alterations having little or
no negative impact on the historic character of the surrounding
neighborhood or the Historic District, such as work on roofing,
decks, railings, stairs, hot tubs and patios, foundations, windows,
doors, trim, lighting, mechanical equipment, paths, driveways,
retaining walls, fences, landscaping, interior remodels, temporary
improvements, and similar work.
- b. For Significant Historic Structures and Sites - minor routine
maintenance, minor routine construction work and minor alterations
having little or no negative impact on the historic character of the
surrounding neighborhood, the Historic Structure or the Historic
District, such as work on roofing, decks, railings, stairs, hot tubs
and patios, replacement of windows and doors in existing or to
historic locations, trim, lighting, mechanical equipment located in a
rear yard area or rear façade, paths, driveways, repair of existing

782 retaining walls, fences, landscaping, interior remodels, temporary
783 improvements, and similar work.

784 c. For Landmark Historic Structures and Sites - minor routine
785 maintenance and minor routine construction having no negative
786 impact on the historic character of the surrounding neighborhood,
787 the Historic Structure, or the Historic District, such as re-roofing;
788 repair of existing decks, railing, and stairs; hot tubs and patios
789 located in a rear yard; replacement of existing windows and doors
790 in existing or historic locations; repair of existing trim and other
791 historic detailing; lighting, mechanical equipment located in a rear
792 yard area or rear façade, repair of paths, driveways, and existing
793 retaining walls; fences, landscaping, interior remodels, temporary
794 improvements, and similar work.

795 d. For Significant and Landmark Historic Structures and Sites, the
796 Planning Director may determine that the proposed work is
797 Emergency Repair Work having little or no negative impact on the
798 historic character of the surrounding neighborhood or the Historic
799 District.

800 B. **COMPLETE APPLICATION**. The Owner and/or Applicant for any Property shall
801 be required to submit a Historic District / Historic Site ~~design~~ review Application
802 for proposed work requiring a Building Permit in order to complete the work.

803 C. **NOTICE**. Upon receipt of a Complete Application, but prior to taking action on
804 any Historic District/Site ~~[design]~~ review Application, the Planning staff shall
805 provide notice pursuant to Sections 15-1-12 and 15-1-21.

806 D. **PUBLIC HEARING AND DECISION**. Following the ~~[fourteen (14) day]~~ public
807 notice period noted in Section 15-1-21 the Planning Department staff shall hold a
808 public hearing and make, within forty-five (45) days, written findings, conclusions
809 of law, and conditions of approval or reasons for denial, supporting the decision
810 and shall provide the Owner and/or Applicant with a copy. Staff shall also provide
811 notice pursuant to Section 15-1-21.

812 1. Historic District / Historic Site ~~[design]~~ review Applications shall be
813 approved by the Planning Department staff upon determination of
814 compliance with the ~~[Design Guidelines]~~ Regulations for Historic Districts
815 and Historic Sites. If the Planning Department staff determines an
816 Application does not comply with the ~~[Design Guidelines]~~ Regulations for
817 Historic Districts and Historic Sites, the Application shall be denied.

818 2. With the exception of any Application involving the Reconstruction of a
819 Building, Accessory Building, and/or Structure on a Landmark Site, an
820 Application associated with a Landmark Site shall be denied if the
821 Planning Department finds that the proposed project will result in the
822 Landmark Site no longer meeting the criteria set forth in Section 15-11-
823 10(A)(1).

824 3. An Application associated with a Significant Site shall be denied if the
825 Planning Department finds that the proposed project will result in the

826 Significant Site no longer meeting the criteria set forth in Section 15-11-
827 10(A)(2).

828 E. **EXTENSIONS OF APPROVALS**. Unless otherwise indicated, Historic District
829 ~~[Design]~~ Review (HD~~[D]~~R) approvals expire one (1) year from the date of the
830 Final Action. The Planning Director or designee may grant an extension of an
831 HD~~[D]~~R approval for one (1) additional year when the Applicant is able to
832 demonstrate no change in circumstance that would result in an unmitigated
833 impact or that would result in a finding of non-compliance with the Park City
834 General Plan or the Land Management Code in effect at the time of the
835 extension request. Change of circumstance includes physical changes to the
836 Property or surroundings. Notice shall be provided consistent with the original
837 HD~~[D]~~R approval per Sections 15-1-12 and 15-1-21. Extension requests must be
838 submitted to the Planning Department in writing prior to the date of the expiration
839 of the HD~~[D]~~R approval.

840 HISTORY

841 *Adopted by Ord. 02-07 on 5/23/2002*
842 *Amended by Ord. 03-34 on 7/10/2003*
843 *Amended by Ord. 09-23 on 7/9/2009*
844 *Amended by Ord. 10-11 on 4/1/2010*
845 *Amended by Ord. 11-05 on 1/27/2011*
846 *Amended by Ord. 12-37 on 12/20/2012*
847 *Amended by Ord. 15-53 on 12/17/2015*

848 *Amended by Ord. 16-15 on 3/24/2016*

849 *Amended by Ord. 2022-16 on 5/26/2022*

850 **15-11-12.5 Historic Preservation Board Review For Material Deconstruction**

851 A. All Applications for Material Deconstruction involving any Building(s) (main,
852 attached, detached, or public, Accessory Buildings and/or Structures designated
853 to the Historic Sites Inventory as Landmark or Significant shall be subject to
854 review and approval, approval with conditions, or denied by the following Review
855 Authorities:

856 1. The Planning Director or his/her designee shall review the following:

857 a. Routine Maintenance, including, but not limited to:

858 (1) Re-Roof;

859 (2) Chimney repair;

860 (3) Foundation repair; or

861 (4) Replacement or repair of the following:

862 (A) Historic wood features;

863 (B) Door or Window replacement; and

864 (C) Historic Site Features.

865 a. Removing or Replacing Non-Historic Features.

866 2. The Historic Preservation Board shall review the following:

867 a. Removal of Historic Material to Accommodate New additions, New
868 Construction, or Structural Upgrades.

869 Prior to issuance of a Building Permit for any Material

870 Deconstruction work, the Review Authority shall review the

proposed plans for compliance with Chapter 15-13 ~~[Design~~
~~Guidelines]~~ Regulations For Historic Districts and Historic Sites.

B. Material Deconstruction Reviews are subject to the following review process:

1. **COMPLETE APPLICATION**. The Owner and/or Applicant for any
Property shall be required to submit a Historic Preservation Board Review
For Material Deconstruction for proposed 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 ~~[fourteen (14) day]~~
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.

HISTORY

Adopted by Ord. 02-07 on 5/23/2002

Amended by Ord. 03-34 on 7/10/2003

Amended by Ord. 15-53 on 12/17/2015

Amended by Ord. 16-15 on 3/24/2016

893 Amended by Ord. 2020-14 on 2/27/2020

894 Amended by Ord. 2022-16 on 5/26/2022

895 **15-11-13 Relocation And/Or Reorientation Of A Historic Building Or Historic**
896 **Structure**

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

900 A. **CRITERIA FOR THE RELOCATION AND/OR REORIENTATION OF THE**
901 **HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON ITS EXISTING**
902 **LANDMARK OR SIGNIFICANT SITE.** In approving a Historic District or Historic
903 Site ~~design~~ review Application involving relocation and/or reorientation of the
904 Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site,
905 the Historic Preservation Board shall find the project complies with the following
906 criteria.

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

- 908 a. A licensed structural engineer has certified that the Historic
909 Building(s) and/or Structure(s) can successfully be relocated and
910 the applicant has demonstrated that a professional building mover
911 will move the building and protect it while being stored; and
- 912 b. The proposed relocation will not have a detrimental effect on the
913 structural soundness of the building or structure;

914 2. Landmark structures shall only be permitted to be relocated on its existing
915 site if:

- 916 a. the relocation will abate demolition; or
- 917 b. the Planning Director and Chief Building Official find that the
- 918 relocation will abate a hazardous condition at the present setting
- 919 and enhance the preservation of the structure.
- 920 3. For Significant sites, at least one of the following shall be met:
- 921 a. The proposed relocation and/or reorientation will abate demolition
- 922 of the Historic Building(s) and/or Structure(s) on the Site; or
- 923 b. The Planning Director and Chief Building Official determine that the
- 924 building is threatened in its present setting because of hazardous
- 925 conditions and the preservation of the building will be enhanced by
- 926 relocating it; or
- 927 c. The Historic Preservation Board, with input from the Planning
- 928 Director and the Chief Building Official, determines that unique
- 929 conditions warrant the proposed relocation and/or reorientation on
- 930 the existing Site. Unique conditions shall include all of the following:
- 931 (1) The historic context of the Historic Building(s) and/or
- 932 Structure(s) has been so radically altered that the proposed
- 933 relocation will enhance the ability to interpret the historic
- 934 character of the Historic Building(s) and/or Structure(s) and
- 935 the Historic District or its present setting; and
- 936 (2) The proposed relocation will not diminish the overall physical
- 937 integrity of the Historic District or diminish the historical

associations used to define the boundaries of the district;
and

(3) The historical integrity 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.

B. PROCEDURE 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 ~~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 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 historic integrity 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 ~~(d)~~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

1006 interpretation of the history of the Historic
1007 Building(s) and/or Structure(s); or
1008 (b) The relocation of the Historic Building(s) and/or
1009 Structure(s) will result in the revitalization of the
1010 receiving neighborhood due to the relocation;
1011 or
1012 (c) The relocation of the Historic Building(s) and/or
1013 Structure(s) will result in a new affordable
1014 housing development on the original site that
1015 creates more units than currently provided on
1016 the existing site, and the rehabilitation of the
1017 Historic Building(s) and/or Structure(s) on the
1018 new receiving site.

1019 C. **PROCEDURE FOR THE RELOCATION AND/OR REORIENTATION OF A**
1020 **LANDMARK SITE OR A SIGNIFICANT SITE.** All Applications for the relocation
1021 and/or reorientation of any Historic Building(s) and/or Structure(s) on a Landmark
1022 Site or a Significant Site within the City shall be reviewed by the Historic
1023 Preservation Board pursuant to Section 15-11-12 of this Code.

1024 HISTORY

1025 *Adopted by Ord. 09-23 on 7/9/2009*

1026 *Amended by Ord. 12-37 on 12/20/2012*

1027 *Amended by Ord. 15-53 on 12/17/2015*

1028 Amended by Ord. 2016-44 on 9/15/2016

1029 Amended by Ord. 2016-48 on 10/20/2016

1030

1031 **15-13 ~~[Design Guidelines]~~ Regulations For Historic Districts And Historic Sites**

1032 15-13-1 Purpose And Policy

1033 15-13-2 ~~[Design Guidelines]~~ Regulations For Historic Residential Sites

1034 15-13-3 ~~[Design Guidelines]~~ Regulations For Historic Commercial Sites

1035 15-13-4 ~~[Design Guidelines]~~ Regulations For Relocation And/or Reorientation Of Intact
1036 Buildings Or Structures

1037 15-13-5 Sustainability In Historic Buildings

1038 15-13-6 Treatment Of Historic Building Materials

1039 15-13-7 Additional ~~[Design Guidelines]~~ Regulations

1040 15-13-8 ~~[Design Guidelines]~~ Regulations For New Residential Infill Construction (and
1041 Non-Historic Residential Sites) In Historic Districts

1042 15-13-9 ~~[Design Guidelines]~~ Regulations For Historic Commercial Infill Construction
1043 (and Non-Historic Commercial Sites)

1044

1045 **15-13-1 Purpose And Policy**

1046 The ~~[Design Guidelines]~~ Regulations for Park City's Historic Districts and Historic Sites
1047 (referred to throughout the document as the "~~[Design Guidelines]~~ Regulations") is
1048 intended to fulfill the policy directives provided in the General Plan and the Land
1049 Management Code.

The goal of the ~~{Design Guidelines}~~ Regulations is to meet the needs of various interests in the community by providing guidance in determining the suitability and architectural compatibility of proposed projects, while at the same time allowing for reasonable changes to individual buildings to meet current needs. For property owners, design professionals, and contractors, it provides guidance in planning projects sympathetic to the unique architectural and cultural qualities of Park City. For the Planning Department staff and the Historic Preservation Board, it offers a framework for evaluating proposed projects to ensure that decisions are not arbitrary or based on personal taste. Finally, it affords residents the benefit of knowing what to expect when a project is proposed in their neighborhood.

The ~~{Design Guidelines}~~ Regulations are not intended to be used as a technical manual for rehabilitating or building a structure, nor are they an instruction booklet for completing the Historic District/Site ~~{Design}~~ Review Application. Instead, they provide applicants, staff, and the Historic Preservation Board with a foundation for making decisions and a framework for ensuring consistent procedures and fair deliberations.

HISTORY

Adopted by Ord. 2017-42 on 8/3/2017

15-13-2 ~~{Design Guidelines}~~ Regulations For Historic Residential Sites

A. Universal ~~{Design Guidelines}~~ Regulations

1. A site should be used as it was historically or be given a new use that requires minimal change to the distinctive materials and features.

- 1073 2. Changes to a site or building that have acquired historic significance in
1074 their own right should be retained and preserved.
- 1075 3. The historic exterior features of a building should be retained and
1076 preserved.
- 1077 4. Distinctive materials, components, finishes, and examples of
1078 craftsmanship should be retained and preserved. Owners are encouraged
1079 to reproduce missing historic elements that were original to the building,
1080 but have been removed. Physical or photographic evidence should be
1081 used to substantiate the reproduction of missing features. In some cases,
1082 where there is insufficient evidence to allow for an accurate reconstruction
1083 of the lost historic elements, it may be appropriate to reproduce missing
1084 historic elements that are consistent with properties of similar design, age,
1085 and detailing.
- 1086 5. Deteriorated or damaged historic features and elements should be
1087 repaired rather than replaced. Where the severity of deterioration or
1088 existence of structural or material defects requires replacement, the
1089 feature or element should match the original in [design] appearance,
1090 dimension, texture, material, and finish. The applicant must demonstrate
1091 the severity of deterioration or existence of defects by showing that the
1092 historic materials are no longer safe and/or serviceable and cannot be
1093 repaired to a safe and/or serviceable condition. If deteriorated or damaged
1094 beyond repair and significant operational energy savings can be
1095 demonstrated through a professionally calculated energy model, historic

1096 features may be replaced with energy efficient features that are similar in
1097 ~~[design]~~ appearance, dimension, texture, material and finish.

1098 6. Features that do not contribute to the significance of the site or building
1099 and exist prior to the adoption of these ~~[guidelines]~~ regulations, such as
1100 incompatible windows, aluminum soffits, or iron porch supports or railings,
1101 may be maintained; however, if it is proposed they be changed, those
1102 features must be brought into compliance with these ~~[guidelines]~~
1103 regulations.

1104 7. Each site should be recognized as a physical record of its time, place and
1105 use. Owners are discouraged from introducing architectural elements or
1106 details that visually modify or alter the original building ~~[design]~~
1107 appearance when no evidence of such elements or details exists.

1108 8. Chemical or physical treatments, if appropriate, should be undertaken
1109 using recognized preservation methods. Treatments that cause damage to
1110 historic materials should not be used. Treatments that sustain and protect,
1111 but do not alter appearance, are encouraged.

1112 9. New construction such as new additions, exterior alterations, repairs,
1113 upgrades, etc., should not destroy historic materials, features, and spatial
1114 relationships that characterize the historic site or historic building. New
1115 construction should be differentiated from the historic structure while also
1116 maintaining compatibility with the historic structure in materials, features,
1117 size, scale and proportion, and massing to protect the integrity of the
1118 historic structure, the historic site, and its environment.

10. New additions and related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment could be restored.

B. Specific ~~[Design Guidelines]~~ Regulations

1. Site Design

a. Building Setbacks & Orientation

(1) Maintain the existing front and side yard setbacks of Historic Sites.

(2) Preserve the original location of the main entry of the historic structure, if extant.

b. Topography & Grading

(1) Maintain the natural topography and original grading of the site when and where feasible.

(2) The historic character of the site should not be significantly altered by substantially changing the proportion of built and/or paved area to open space, and vice versa.

(3) Respect and maintain existing landscape features that contribute to the historic character of the site and existing landscape features that provide sustainability benefits.

(4) Maintain established on-site native plantings. During construction, protect established vegetation to avoid damage. Replace damaged, aged, or diseased trees as necessary. Vegetation that may encroach upon or damage

1142 the historic structure may be removed, but should be
1143 replaced with native vegetation away from the historic
1144 building or structure.

1145 **c. Landscaping and Vegetation**

1146 (1) The character of a historic site shall not be significantly
1147 altered by substantially changing the proportion of built
1148 and/or paved area to open space.

1149 (2) Existing landscape features that contribute to the character
1150 of a historic site and/or existing landscape features that
1151 provide environmental sustainability benefits shall be
1152 preserved and maintained.

1153 (3) Established on-site native plantings shall be maintained.
1154 During construction, established vegetation shall be
1155 protected to avoid damage. Damaged, aged, or diseased
1156 trees shall be replaced as necessary. Vegetation that may
1157 encroach upon or damage a new building may be removed,
1158 but shall be replaced with similar vegetation near the original
1159 location.

1160 (4) A detailed landscape plan, particularly for areas viewable
1161 from the primary public right-of-way, which respects the
1162 manner and materials traditionally used in the Historic
1163 Districts, shall be provided. When planning for the long-term
1164 sustainability of a landscape system, all landscape

1165 relationships on the site, including those between plantings
1166 and between the site and its structure(s) shall be considered.

1167 (5) Landscape plans shall balance water-efficient irrigation
1168 methods, drought-tolerant plants with existing plant material
1169 and site features that contribute to the historic character of
1170 the site. Where irrigation is necessary, systems that
1171 minimize water loss, such as drip irrigation, shall be used.

1172 (6) Use to advantage storm water management features such
1173 as gutters, downspouts, site topography, and vegetation that
1174 can improve the environmental sustainability of a site.

1175 (7) The use of Water Wise Landscaping or permaculture
1176 strategies for landscape design shall be considered in order
1177 to maximize water efficiency. Where watering systems are
1178 necessary, systems that minimize water loss, such as drip
1179 irrigation, shall be used. These systems shall be designed to
1180 minimize their appearance from areas viewable from the
1181 primary public right-of-way.

1182 (8) Along public rights of way, landscaped areas, street trees,
1183 and seasonal plantings shall be designed to enhance the
1184 pedestrian experience, complement architectural features,
1185 mitigate against Urban Heat Island effect, and/or screen
1186 utility areas.

- 1187 (9) Installing plantings in areas like medians, divider strips, and
1188 traffic islands shall be considered.
- 1189 (10) Commercial properties typically have no setbacks
1190 along the principal facade. However, when front yard
1191 setbacks exist, landscaped areas (including patios) shall be
1192 of a small scale and design such that they do not disrupt the
1193 normal volume and flow of pedestrian traffic along the street.
- 1194 (11) Provide a detailed landscape plan that respects,
1195 particularly for areas visible from adjacent public rights-of-
1196 way the manner and materials historically used in the
1197 Historic Districts. When planning for the long-term
1198 sustainability of a landscape system, consider all landscape
1199 relationships on the site, the relationship between the site
1200 and its structure(s), as well as the relationship between
1201 plants and other plants on site. See LMC § 15-5-5(N) for
1202 Water Wise Landscaping with existing plant materials and site
1203 features that contribute to the historic significance of the site.
- 1204 (12) Landscape plans should balance water efficient
1205 irrigation methods and Water Wise Landscaping with
1206 existing plant materials and site features that contribute to
1207 the historic significance of the site.
- 1208 (13) Use to advantage storm water management features,
1209 such as gutters and downspouts as well as site topography

1210 and vegetation, that contribute to water retention and
1211 permeability of the historic site.

1212 (14) Where watering systems are necessary, use systems
1213 that minimize water loss, such as drip irrigation. Consider the
1214 use of Water Wise Landscaping or permaculture strategies
1215 for landscape design to maximize water efficiency and soil
1216 productivity; these systems should be designed to maintain
1217 the historic character of areas viewable from adjacent public
1218 rights-of-way.

1219 **d. Retaining Walls**

1220 (1) Historic retaining walls shall be preserved to the greatest
1221 extent possible.

1222 (2) Maintain the historic height and setback of retaining walls
1223 along the street. Retaining walls of stone, concrete, or rock-
1224 faced concrete block that are original to the historic site
1225 should be preserved and maintained in their original
1226 dimensions.

1227 (3) Removing portions of historic retaining walls for new
1228 driveways and pathways should be avoided to the greatest
1229 extent possible[+], but where it must occur, visual impact
1230 should be minimized.

1231 (4) Historic retaining walls should be repaired with materials that
1232 closely approximate the original. Replace only those portions

1233 of historic retaining walls that have deteriorated beyond
1234 repair. When repair of deteriorated retaining walls is not
1235 feasible, the replacement must reuse the existing stone to
1236 the greatest extent possible, and otherwise match the
1237 original in color, shape, size, material, and design.

1238 (5) To abate retaining wall failure, improve drainage behind
1239 retaining walls to water drains away from the walls. Repair
1240 and preserve historic stone and mortar.

1241 (6) New retaining walls should be consistent with historic
1242 retaining walls in design, material, scale of materials, as well
1243 as size and mass of the wall. Simple board-formed concrete,
1244 stone, and other historic materials are recommended over
1245 concrete block, asphalt, or other modern concrete
1246 treatments.

1247 (7) Non-extant historic retaining walls of concrete or stone
1248 specific to the Historic Site may be reconstructed based on
1249 physical or pictorial evidence. Historically appropriate
1250 concrete or stone walls, if consistent with the historic
1251 character of the district, may be added to the area of a
1252 historic site viewable from adjacent public rights-of-way.

1253 (8) Maintain stone in its natural finish. It is not appropriate to
1254 paint, stain, or plaster over stone or concrete.

1255 **e. Fencing**

- 1256 (1) Historic fencing should be preserved and maintained.
- 1257 (2) Historic fencing may be reconstructed based on
- 1258 photographic evidence. The reconstruction should match the
- 1259 original in design, color, texture and material.
- 1260 (3) New fencing should reflect the building's style and period.
- 1261 New wood and metal fencing located where viewable from
- 1262 adjacent public rights-of-way should feature traditional
- 1263 design and pattern. Split or horizontal rail, railroad tie, or
- 1264 timber fencing may be located where not viewable from
- 1265 adjacent public rights-of-way, but should be avoided where
- 1266 visible from the primary public right-of-way. Vinyl or plastic-
- 1267 coated fencing is not appropriate.
- 1268 (4) New fencing should be designed to minimize its
- 1269 environmental impacts. New fencing should use green
- 1270 material and should take into account site impacts such as
- 1271 shading, natural topography, and drainage.
- 1272 (5) Drought tolerant shrubs should be considered in place of
- 1273 fencing or walls.
- 1274 (6) Arbors emphasizing a fence gate or entry shall be
- 1275 subordinate to the associated historic building or structure
- 1276 and shall complement the design of the historic structure and
- 1277 fencing in materials, features, size, scale, and proportion, as
- 1278 well as massing to protect the integrity of the historic site.

f. Gazebos, Pergolas, and Other Shade Structures

(1) Gazebos, pergolas, and other shade structures should be visually subordinate to the associated historic building(s) and should complement the design of the historic structure(s) in materials, features, size, scale and proportion, and massing to protect the integrity of the historic structure and site.

(2) The installation of gazebos, pergolas, and other shade structures shall be limited to rear or side yards and have limited visibility when viewed from adjacent public rights-of-way.

(3) Gazebos, pergolas, and other shade structures shall not be attached to the associated historic structure(s), or damage historic features of associated or neighboring historic structure(s).

g. Parking Areas & Driveways

(1) Minimize the visual impacts of on-site parking by incorporating landscape treatments for driveways, walkways, paths, building(s) and accessory structures in a comprehensive, complementary and integrated design.

(2) Provide landscaped separations between parking areas, drives, service areas, and public use areas including walkways, plazas, and vehicular access points.

- 1301 (3) When locating new off-street parking areas, the existing
1302 topography of the site and integral site features should be
1303 minimally impacted.
- 1304 (4) Off-street parking areas should be located within the rear
1305 yard and beyond the rear wall plane of the primary structure.
1306 If locating a parking area in the rear yard is not physically
1307 possible, the off-street parking area and associated vehicles
1308 should be visually buffered from adjacent properties and the
1309 primary public right-of-way. Consider providing a driveway
1310 along the side yard of the property where feasible.
- 1311 (5) When locating driveways, the existing topography of the
1312 building site and significant site features should be minimally
1313 impacted.
- 1314 (6) ~~[Ten-foot (10') wide driveways are encouraged; however, n]~~
1315 New driveways [should] shall not exceed [twelve] ten (1[2]0)
1316 feet in width [within the required front setback]. For an
1317 approved two-car garage, driveway access to the two-car
1318 garage may be provided in one of two ways:
- 1319 i. A maximum 12-foot-wide curb cut and 12-foot-wide
1320 driveway is allowed within the Front Setback. Beyond
1321 the Front Setback, the driveway may achieve a 22-
1322 foot maximum width to access the two-car garage.

1323 ii. One maximum 10-foot-wide curb cut and one
1324 maximum 10-foot-wide driveway is allowed to access
1325 each of the two garages. The two driveways:
1326 1. shall be separated with at least 18 inches of
1327 landscaping; and
1328 2. shall include a vertical element at least 18
1329 inches in height, 18 inches in width, and in a
1330 length to be approved by the Engineering
1331 Department, depending on Right-of-Way
1332 encroachments, turning radii, and Sight
1333 Distance Triangle.

1334 (7) Shared driveways should be used when feasible.

1335 (8) Consider using textured and pour paving materials other
1336 than smooth concrete for driveways viewable from the
1337 adjacent public rights-of-way. Permeable paving should be
1338 used on a historic site, where appropriate, to manage storm
1339 water. Permeable paving may not be appropriate for all
1340 driveways and parking areas.

1341 (9) Consider avoiding paving up to the building foundation to
1342 reduce heat island effect, building temperature, damage to
1343 the foundation, and storm-water runoff problems.

1344 (10) Snow storage from driveways should be provided on
1345 site.

1346 h. **Paths, Steps, Handrails, & Railings (Not Associated with**
1347 **Porches)**

1348 (1) The original path or steps leading to the main entry, if extant,
1349 should be preserved and maintained.

1350 (2) Historic hillside steps that are an integral part of the
1351 landscape should be preserved and maintained.

1352 (3) New hillside steps should be visually subordinate to the
1353 associated historic building or structure in materials, size,
1354 scale and proportion, as well as massing and shall
1355 complement the historic structure in materials, size, scale,
1356 and proportion, and massing to protect the integrity of the
1357 historic site. For longer-run stairs, consider changes in
1358 material to break up the mass of the stairs.

1359 (4) Historic handrails should be preserved and maintained.

1360 Historic handrails may be reconstructed based on
1361 photographic evidence; the reconstruction should match the
1362 original in size, design, color, texture, and material.

1363 (5) New handrails and railings shall complement the historic
1364 structure in materials, size, scale and proportions, massing
1365 and design to protect the integrity of the historic structure
1366 and site.

1367 2. **Primary Structures**

1368 a. **Exterior Walls**

- 1369 (1) Primary and secondary facade components, such as
1370 window/door configuration, wall planes, recesses, bays,
1371 balconies, steps, porches, and entryways shall be
1372 maintained in their original location on the façade.
- 1373 (2) Preserve and maintain historic exterior materials including
1374 wood siding (drop siding, clapboard, board and batten),
1375 frieze boards, cornices, moldings, shingles, etc., as well as
1376 stone and masonry. Repair deteriorated or damaged historic
1377 exterior materials using recognized preservation methods
1378 appropriate to the specific material.
- 1379 (3) When disassembly of a historic element—window, molding,
1380 bracket, etc.--is necessary for its restoration, recognized
1381 preservation procedures and methods for removal,
1382 documentation, repair, and reassembly shall be used.
- 1383 (4) When historic exterior materials cannot be repaired, they
1384 shall be replaced with materials that match the historic in all
1385 respects^[4]: scale, dimension, profile, material, texture, and
1386 finish. The replacement of existing historic material is
1387 allowed only when it can be shown that the historic material
1388 is no longer safe and/or serviceable and cannot be repaired
1389 to a safe and/or serviceable condition.
- 1390 (5) Substitute materials such as fiber cement or plastic-wood
1391 composite siding, shingles, and trim boards shall not be

1392 used unless they are made of a minimum of 50% recycled
1393 and/or reclaimed materials. In addition, the applicant must
1394 show that the physical properties of the substitute material—
1395 expansion/contraction rates, chemical composition, stability
1396 of color and texture, compressive or tensile strength—have
1397 been proven to not damage or cause the deterioration of
1398 adjacent historic material.

1399 (6) Substitute materials shall not be used on a primary or
1400 secondary façade unless the applicant can show that historic
1401 materials cannot be used, or if new materials that are similar
1402 in design, dimension, texture, material and finish can be
1403 shown to result in significant (>30 percent) energy efficiency
1404 gains, and the applicant demonstrates that the substitute
1405 material will not cause damage to adjacent historic materials
1406 or detract from the historic integrity of the structure.

1407 (7) Vinyl and aluminum siding are ~~[not appropriate]~~ prohibited in
1408 the Historic Districts. The application of synthetic or
1409 substitute materials, such as vinyl or aluminum, over original
1410 wood siding may cause, conceal, or accelerate structural
1411 damage and is not ~~[appropriate]~~ permitted. Removal of
1412 synthetic siding (aluminum, asbestos, Brick-TeX, and vinyl)
1413 that has been added to a structure, followed by restoration of

1414 historic wood siding (or other underlying historic material) is
1415 highly encouraged.

1416 (8) Avoid interior changes that affect the exterior appearance of
1417 primary and secondary facades, including changing historic
1418 floor levels, changing windows to doors or doors to windows,
1419 and changing porch roofs to balconies or decks. Insulation
1420 may be added to increase the energy efficiency of the
1421 structure; however, this should be accommodated within the
1422 wall system and shall not impact the exterior dimensions of
1423 the structure.

1424 **b. Foundation**

1425 (1) The historic placement, orientation, and grade of a historic
1426 building shall be retained, as shall the original grade of the
1427 property where feasible.

1428 (2) A new foundation shall not raise or lower a historic structure
1429 generally more than two (2) feet from its original floor
1430 elevation.

1431 (3) A historic site shall be returned to original grade following
1432 construction of a foundation. When the original grade cannot
1433 be achieved, generally no more than six inches (6") of the
1434 new foundation shall be visible above final grade on the
1435 primary and secondary facades.

- 1436 (4) Re-grade the site so that all water drains away from the
1437 structure and does not enter the foundation.
- 1438 (5) A plinth, or trim board at the base of the historic structure,
1439 shall be added to visually anchor the historic structure to the
1440 new foundation.
- 1441 (6) Any re-grading of the site shall blend with grade of adjacent
1442 sites and shall not create the need for incompatible retaining
1443 walls.
- 1444 (7) The form, material, and detailing of a new foundation shall
1445 be similar to the historic foundation (when extant) or similar
1446 to foundations of nearby historic structures.
- 1447 (8) Historic foundations shall not be concealed with masonry
1448 block, plywood panels, corrugated metal, or wood shingles.
1449 Masonry foundations shall be cleaned, repaired, or re-
1450 pointed according to masonry guidelines (published by the
1451 Secretary of the Interior). The replacement of existing
1452 historic material is allowed only when it can be shown that
1453 the historic material is no longer safe and/or serviceable and
1454 cannot be repaired to a safe and/or serviceable condition.
- 1455 (9) Window or egress wells, if needed, shall not be located on
1456 the primary façade. Window or egress wells shall be located
1457 behind the midpoint of the secondary façades, on the rear
1458 tertiary façade, or in a location not visible from the primary

public right-of-way. Landscape elements shall be used to aid in screening window/egress wells from the primary right-of-way.

c. Doors

- (1) Maintain and preserve historic door openings, doors, door surrounds, and decorative door features.
- (2) Restore historic door openings that are significant to the period of restoration. On primary facades, in particular, consider reconstructing, based on physical or documentary evidence, historic doorways that no longer exist.
- (3) Avoid changing the position, proportions, or dimensions of historic door openings. It is not appropriate to create additional openings or remove historic openings on primary or secondary facades that are visible from the primary public right-of-way.
- (4) Replacement doors shall be allowed only when it can be shown that the historic doors are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement doors shall exactly match the historic door in size, material, profile, and style.
- (5) When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the

1482 historic structure. When replacing non-historic doors, use
1483 designs similar to those that were found historically in Park
1484 City. Paneled doors were typical and many had a vertical
1485 pane of glass. Scalloped, Dutch, and colonial doors, as well
1486 as door sidelights are not appropriate on most primary and
1487 secondary façades.

1488 (6) Storm doors and/or screen doors typical of the Mining Era
1489 may be used on primary or secondary facades when the
1490 applicant can show that they will not diminish the historic
1491 character of the building.

1492 (7) New door openings may be considered on secondary
1493 facades. A new opening shall be similar in location, size, and
1494 type to those seen on the historic structure.

1495 (8) When a historic door opening is no longer functional on a
1496 primary façade, the door shall be retained and, if necessary,
1497 blocked on the interior side only. The door shall appear to be
1498 functional from the exterior.

1499

1500 d. **Windows**

1501 (1) Maintain and preserve historic window openings, windows,
1502 window surrounds, and decorative window features.

- 1503 (2) Restore historic window openings that have been altered or
1504 lost over time. On primary facades, in particular, consider
1505 reconstructing, based on physical or documentary evidence,
1506 historic window openings that no longer exist.
- 1507 (3) Avoid changing the position, proportions, or dimensions of
1508 historic window openings. It is not appropriate to create
1509 additional openings or remove existing historic openings on
1510 primary or secondary facades that are visible from the
1511 primary right-of-way.
- 1512 (4) Maintain the historic ratio of window openings to solid wall.
- 1513 (5) When historic windows are present, replacement windows
1514 shall be allowed only when it can be shown that the historic
1515 windows are no longer safe, energy efficient and serviceable
1516 and the historic windows cannot be made safe, energy
1517 efficient and serviceable through repair. Replacement
1518 windows shall exactly-match the historic window in size,
1519 dimensions, glazing pattern, depth, profile, and material.
- 1520 (6) Maintain the original number of glass panes in a historic
1521 window. Replacing multiple panes with a single pane is not
1522 appropriate. Snap-in muntins or muntins between two sheets
1523 of glass are inappropriate as these simulated dividers lack
1524 depth and fail to show the effect of true divided glass panes.

- 1525 (7) Replacing an operable window with a fixed window is
1526 inappropriate.
- 1527 (8) New window openings may be considered on secondary
1528 facades but only when placed beyond the midpoint. New
1529 window openings shall be similar in location, size, scale,
1530 type, and glazing pattern to those seen on the historic
1531 structure.
- 1532 (9) When no physical or documentary evidence of original
1533 windows exists, replacement windows typically shall be of
1534 wood and shall complement the style of the historic
1535 structure. When replacing non-historic windows, use designs
1536 similar to those that were found historically in Park City.
1537 Aluminum-clad wood windows are appropriate on non-
1538 historic additions or foundation level windows. Vinyl and
1539 aluminum windows are inappropriate.
- 1540 (10) New glazing shall match the visual appearance of
1541 historic glazing and/or be clear. Metallic, frosted, tinted,
1542 stained, textured and reflective finishes are generally
1543 inappropriate for glazing on the primary façade of the historic
1544 structure.
- 1545 (11) It is generally inappropriate to modify windows on the
1546 primary façade to accommodate interior changes. When a
1547 window opening is no longer functional on a primary or

1548 secondary façade visible from the right-of-way, the glazing
1549 shall be retained and the window opening shall be screened
1550 or shuttered on the interior side. The window shall appear to
1551 be functional from the exterior.

1552 (12) Storm windows shall be installed on the interior of the
1553 window; if interior installation is not feasible, the materials,
1554 style, and dimensions of exterior wood storm windows shall
1555 match the way storm windows would have been constructed
1556 at the time of the building's construction or complement the
1557 historic window dimensions in order to minimize their visual
1558 impact. Exterior storm windows shall be set within the
1559 window opening and attach to the exterior sash stop.

1560 **e. Gutters and Downspouts**

1561 (1) Avoid removing or obstructing a historic building's elements
1562 and materials when installing gutters and downspouts.

1563 (2) When new gutters are needed, the most appropriate design
1564 for hanging gutters is half round. Downspouts shall be
1565 located away from architectural features and shall be visually
1566 minimized when viewed from the right-of-way.

1567 (3) Water from gutters and downspouts shall drain away from
1568 the historic structure.

1569 **f. Chimneys and Stovepipes**

- 1570 (1) Maintain and preserve historic chimneys and their decorative
1571 features as they are important character-defining features of
1572 historic structures.
- 1573 (2) Historic stovepipes shall be maintained and repaired when
1574 possible. When partial or full replacement is required, and
1575 new materials shall have a matte, non-metallic finish.
- 1576 (3) Repairs to chimneys shall be made so as to retain historic
1577 materials and design. The replacement of existing historic
1578 material is allowed only when it can be shown that the
1579 historic material is no longer safe and/or serviceable and
1580 cannot be repaired to a safe and/or serviceable condition.
1581 Ornamental features such as corbelling and brick patterning
1582 shall be repaired and preserved.
- 1583 (4) Chimneys shall not be covered with non-historic materials.
- 1584 (5) New chimneys and stove pipes shall be of a size, scale, and
1585 design that are appropriate to the character and style of the
1586 historic structure. New chimneys and stovepipes shall be
1587 visually minimized when viewed from adjacent public rights-
1588 of-way and shall be appropriate to the character and style of
1589 the historic structure.

1590 **g. Porches**

- 1591 (1) Preserve and maintain a historic porch by preserving the
1592 existing location, form, proportion, details, posts, railing, and
1593 stairs.
- 1594 (2) Repair deteriorated historic elements of the porch.
1595 Replacement porch elements are allowed only when it can
1596 be shown that the historic elements are no longer safe
1597 and/or serviceable and cannot be repaired to a safe and/or
1598 serviceable condition. Replacement elements shall exactly
1599 match the historic elements in size, dimensions, form,
1600 profile, and material.
- 1601 (3) Substitute decking materials such as fiber cement or plastic-
1602 wood composite floor boards shall not be used unless they
1603 are made of a minimum of 50% recycled and/or reclaimed
1604 materials. In addition, the applicant must show that the
1605 physical properties of the substitute material—
1606 expansion/contraction rates, chemical composition, stability
1607 of color and texture, compressive or tensile strength—have
1608 been proven to not damage or cause the deterioration of
1609 adjacent historic material.
- 1610 (4) It may be appropriate, in some cases, to reconstruct historic
1611 porches. Replacement porches shall be constructed of
1612 materials and in styles that are compatible with the structure
1613 to which they are attached. When possible the reconstructed

1614 porch shall be based on physical or documentary evidence;
1615 when no such evidence exists, the design shall be based on
1616 historic porches found on comparable historic structures.

1617 (5) While modifications to porch posts and balustrades may be
1618 necessary to meet current code requirements, these
1619 elements shall not be substantially different in size and
1620 proportion than those seen historically.

1621 (6) It is not appropriate to add decorative porch elements that
1622 are not known to have been used on a particular historic
1623 structure or on similar historic structures.

1624 **h. Architectural Features**

1625 (1) Preserve and maintain architectural features such as eaves,
1626 brackets, cornices, moldings, trim work, and decorative
1627 shingles.

1628 (2) Repair rather than replace historic architectural features.
1629 Replacement architectural features are allowed only when it
1630 can be shown that the historic features are no longer safe
1631 and/or serviceable and cannot be repaired to a safe and/or
1632 serviceable condition.

1633 (3) Replacement features shall exactly match the historic
1634 features in design, size, dimension, form, profile, texture,
1635 material and finish.

(4) Architectural features may be added to a building when accurately based on physical or photographic evidence (i.e. “ghost” lines).

3. Mechanical Systems, Utility Systems, and Service Equipment

- a. Mechanical equipment and utilities, including heating and air conditioning units, meters, and exposed pipes, shall be located on the tertiary façade or another inconspicuous location. If located on a secondary façade, it shall be screened from view by incorporating it into the appearance as an element of the design.
- b. Ground-level equipment shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- c. Rooftop mechanical equipment is generally discouraged. Roof-mounted mechanical and/or utility equipment shall be screened and minimally visualized from all views.
- d. Historic building elements shall not be removed or obstructed when installing mechanical systems and equipment.
- e. Contemporary New communication equipment such as satellite dishes or antennae shall be visually minimized when viewed from the primary public right-of-way.

4. Additions to Primary Structures

- a. **Protection for Historic Structures & Sites**

- 1658 (1) Additions to historic buildings should be considered only
1659 when it is demonstrated that the new use of the building
1660 cannot be accommodated by solely altering interior spaces.
- 1661 (2) Additions to historic structures shall be considered with
1662 caution and shall be considered only on non-character
1663 defining facades, usually tertiary and occasionally secondary
1664 facades. Additions shall not compromise the architectural
1665 character of historic structures. Additions to the primary
1666 façades of historic structures are inappropriate.
- 1667 (3) Additions should be visually subordinate to historic buildings
1668 when viewed from the primary public right-of-way.
- 1669 (4) Additions to historic structures shall not be placed so as to
1670 obscure, detract from, or modify historic roof forms.
- 1671 (5) Additions to historic structures shall not contribute
1672 significantly to the removal or loss of historic material.
- 1673 (6) Where the new addition abuts the historic building, a clear
1674 transitional element between the old and the new should be
1675 designed and constructed. Minor additions, such as bay
1676 windows or dormers do not require a transitional element.
- 1677 (7) Maintain and preserve additions to structures that are
1678 significant to the era/period of restoration.
- 1679 (8) In-line additions shall be avoided.

b. Transitional Elements

In-line additions should be avoided generally are not appropriate.

(1) A transitional element shall be required for any addition to a historic structure where the footprint of the addition is 50% or greater than the footprint of the historic structure. The historic structure's footprint may include additions to the historic structure made within the historic period that have gained historic significance in their own right.

(2) When an addition to a historic structure is less than 50% of the historic structure's footprint but exceeds the height of the historic structure due to either the greater height of the addition, site topography (e.g., an uphill addition), or both, a transitional element shall be required.

(3) On a rear addition, the width of the transitional element shall not exceed two-thirds (2/3) the width of the elevation to which the transitional element is connected. The transitional element shall be set in from the corners of the affected historic elevation by a minimum of two feet (2').

(4) In the case of additions to the secondary façade, visible from the primary public right-of-way, the transitional element shall be setback a minimum of five feet (5') from the primary façade. All other previous ~~guidelines~~ requirements apply.

(5) The depth of the transitional element (i.e., the distance between the affected historic elevation and the addition) shall be a minimum of one-third (1/3) the length of the least wide historic elevation adjacent to the impacted historic elevation.

(6) The highest point of the transitional element shall be a minimum of two feet (2') lower than the highest ridgeline of the historic structure.

(7) Balconies and decks may be attached to the secondary facades of a transitional element; however, no roof deck is permitted on the transitional element.

(8) When an existing non-historic or non-contributory addition is used as a transitional element, the preceding ~~guidelines~~ regulations for transitional elements shall not apply.

c. General Compatibility

(1) Additions shall complement the visual and physical qualities of the historic building. An addition shall not be designed to be an exact copy of the existing style or imply an earlier period or more ornate style than that of the historic building.

(2) The addition shall be a contemporary interpretation of the historic structure's architecture style. The addition shall not be designed to contrast starkly with the historic structure; an acceptable design shall be compatible in mass, scale,

1725 fenestration patterns, and design details. It shall not detract
1726 from the Historic District's or Structure's historic character.

1727 (3) Additions shall be subordinate in scale to the primary historic
1728 structure. The footprint of an addition shall not exceed 50%
1729 of the footprint of the historic structure, including any
1730 additions that have achieved historic significance in their
1731 own right. If the footprint of the addition approaches or
1732 exceeds 50% of the footprint of the historic structure, the
1733 mass shall be broken into modules to reflect the mass and
1734 scale of those modules seen on the historic structure.

1735 (4) Additions shall be visually subordinate to historic structures.
1736 Where the combined effects of the addition's footprint,
1737 height, mass and scale are such that the overall size of an
1738 addition is larger than a historic structure, the volume of the
1739 addition shall be broken into modules that reflect the scale of
1740 those components seen on the historic structure. Multiple
1741 modules are encouraged to add articulation and architectural
1742 interest.

1743 (5) Large additions (additions with a footprint exceeding 50% of
1744 the footprint of the Historic Structure) shall be visually
1745 separated from historic buildings when viewed from the
1746 public right of way. Where the height of a new addition
1747 exceeds the height of the Historic Structure, or site

1748 topography results in visibility from the primary right-of-way
1749 (e.g., an uphill addition), or both, the addition shall be set
1750 away from the historic structure by a minimum of one-half
1751 (1/2) the length of the least-wide historic elevation adjacent
1752 to the historic elevation to which the transitional element is
1753 attached.

1754 (6) Building Components and materials used on additions shall
1755 be similar in scale and size to those found on the historic
1756 building.

1757 (7) Window shapes, patterns and proportions found on the
1758 historic building should be reflected in the new addition.

1759 (8) Windows, doors and other features on a new addition shall
1760 be designed to be compatible with the historic structure and
1761 surrounding historic sites. Windows, doors and other
1762 openings shall be of sizes and proportions similar to those
1763 found on nearby historic structures. When using new window
1764 patterns and designs, those elements shall respect the
1765 typical historic character and proportions of windows on the
1766 primary historic structure and adjacent historic structures.
1767 The solid-to-void relationship and detailing of an addition
1768 shall be compatible with the historic structure.

1769 5. **Garages**

1770 a. **Scenario 1: Basement Addition without a Garage**

- 1771 (1) A basement addition shall not raise the historic structure
1772 generally more than two feet (2') from its original floor
1773 elevation above grade prior to construction.
- 1774 (2) ~~[(2.) B.3.3-A]~~ The historic site shall be returned to original
1775 grade following construction of a foundation. When the
1776 original grade cannot be achieved, no more than two feet (2')
1777 of the new foundation shall be visible above final grade on
1778 the primary and secondary facades.
- 1779 (3) The exterior walls on an inline basement addition shall not
1780 extend beyond the exterior wall planes of the historic
1781 structure's primary or secondary facades.
- 1782 (4) Window or egress wells, if needed, shall not be located on
1783 the primary façade. Window or egress wells shall be located
1784 behind the midpoint of the secondary façades, on the rear
1785 tertiary façade, or in a location not visible from the primary
1786 public right-of-way. Landscape elements shall be used to aid
1787 in screening window/egress wells from the primary right-of-
1788 way.
- 1789 (5) ~~[(5.) D.3.4]~~ After construction of the basement, the site shall
1790 be re-graded to approximate the grading prior to construction
1791 of the addition.

1792 **b. Scenario 2: Basement Addition with a Garage**

1793 (1) A new foundation or basement addition shall not raise a
1794 historic structure more than two feet (2') from its original floor
1795 elevation. Historic buildings on downhill lots may be raised to
1796 accommodate a basement garage addition provided 1)
1797 access to the garage is from a side or rear yard, 2) the
1798 ground floor of the historic building is not raised above
1799 finished road grade adjacent to the primary facade, and 3)
1800 the integrity and character of the structure will not be
1801 destroyed by raising the historic structure more than two feet
1802 (2') above its original height above grade.

1803 (2) A basement garage addition shall not extend beyond the
1804 exterior wall planes of the historic structure's primary or
1805 secondary facades. In limited situations, site setbacks and
1806 topography may allow for a projecting garage without
1807 adversely affecting the historic character of the structure. In
1808 these cases, a stepped design with an associated site
1809 grading and landscaping plan may be considered.

1810 (3) The vertical wall area of a basement garage addition that is
1811 visible from the primary public right-of-way shall be visually
1812 minimized. It is preferential for the garage opening to be
1813 setback from the wall plane of the historic structure in order
1814 to diminish the presence of the garage.

1815 (4) Window or egress wells, if needed, shall not be located on
1816 the primary façade. Window or egress wells shall be located
1817 behind the midpoint of the secondary façades, on the tertiary
1818 façade, or in a location that is not visible from the primary
1819 public right-of-way.

1820 (5) After construction of a basement garage addition, a historic
1821 site shall be re-graded to approximate the grading prior to
1822 construction of the addition.

1823 (6) A single vehicle garage door not greater than nine feet (9')
1824 wide and nine feet (9') high shall be used to access a
1825 basement garage addition. Glazing on garage doors shall be
1826 limited to no more than 30% of garage door.

1827 (7) Single car wide tandem garages are recommended. Side-by-
1828 side parking configurations are strongly discouraged; if used,
1829 they shall be visually minimized when viewed from the
1830 primary public right-of-way.

1831 (8) Garages featuring a side-by-side parking configuration, at a
1832 minimum, shall maintain a two foot (2') offset in the wall
1833 plane.

1834 c. **Scenario 3: Attached Garages**

1835 (1) Single car wide tandem garages are recommended. Side-by-
1836 side parking configurations are strongly discouraged; if used,

1837 they shall be visually minimized when viewed from the
1838 primary public right-of-way.

1839 (2) A single vehicle garage door not greater than nine feet (9')
1840 wide and nine feet (9') high shall be used to access a
1841 basement garage addition. Glazing on garage doors shall be
1842 limited to no more than 30% of garage door.

1843 (3) Garages featuring a side-by-side parking configuration, at a
1844 minimum, shall maintain a two foot (2') offset in the wall
1845 plane.

1846 **6. Decks**

1847 a. Decks should be constructed in inconspicuous areas where visually
1848 minimized from the primary right-of-way, usually on the tertiary
1849 façade. If built on a secondary façade of the historic structure, a
1850 deck should be screened from the right-of-way with fencing and/or
1851 appropriate native landscaping. Decks should be located such that
1852 they will not damage or conceal significant historic features or
1853 details of the historic structure.

1854 b. In order to prevent damage to a historic structure, decks shall be
1855 constructed to be self-supporting. If the deck cannot be constructed
1856 to be self-supporting, decks shall be attached to a historic structure
1857 with care so loss of historic fabric is minimized.

- 1858 c. Introducing a deck that will result in the loss of a character-defining
1859 feature of the historic structure or site, such as a historic porch or
1860 mature tree, should be avoided.
- 1861 d. The visual impact of a deck should be minimized by limiting its size
1862 and scale. Introducing a deck that visually detracts from a historic
1863 structure or historic site, or substantially alters a historic site's
1864 proportion of built area to open space is not appropriate.
- 1865 e. Decks and related steps and railings should be constructed of
1866 materials and in styles that are compatible with the structure to
1867 which they are attached.
- 1868 f. Decking materials such as fiber cement or plastic-wood composite
1869 floor boards shall not be used unless they are made of a minimum
1870 of 50% recycled and/or reclaimed materials.
- 1871 g. Significant site features, such as mature trees, should be protected
1872 from damage during the construction of a deck by minimizing
1873 ground disturbance and by limiting use of heavy construction
1874 equipment.

1875 **7. Balconies & Roof Decks**

- 1876 a. New balconies and roof decks on a historic structure shall be
1877 visually subordinate to the historic structure from the primary right-
1878 of-way. Installing a balcony on a historic structure's primary façade
1879 is not allowed, however, a balcony may be considered on a
1880 secondary or tertiary facade.

- 1881 b. A new balcony shall be simple in design and compatible with the
1882 character of the historic structure. Simple wood and metal designs
1883 are appropriate for residential structures. Heavy timber and plastics
1884 are inappropriate materials.
1885 c. A roof deck on a new addition shall be visually minimized when
1886 viewed from the right-of-way.
1887

1888 8. Historic Accessory Buildings

- 1889 a. Historic accessory buildings that contribute to the significance of
1890 the property shall be maintained and preserved.
1891 b. ~~[Guidelines]~~ Regulations for the treatment of Primary Structures
1892 shall be applied to all historic accessory buildings that contribute to
1893 the significance of the property.
1894 c. Please see ~~[guidelines]~~ requirements regarding transitional
1895 elements for those cases where the historic accessory structure
1896 may be linked to the historic primary structure.

1897 9. New Accessory Buildings

- 1898 a. New accessory buildings on flat or downhill sites with a historic
1899 building shall generally be located to the rear of the site, unless
1900 dictated by the Streetscape or character area are to be located in
1901 the front yard.
1902 b. New accessory structures on a site with a historic building may be
1903 located at the street front if 1) a pattern of front yard historic

1904 accessory structures has been established along the street, and 2)
1905 the proposed placement does not create any danger or hazard to
1906 traffic by obstructing the view of the street.

1907 c. New detached garages built on sites with historic structures should
1908 have a maximum interior dimension of twelve (12) feet in width.

1909 d. Single car wide tandem garages are recommended. Side-by-side
1910 parking configurations are strongly discouraged; if used, they shall
1911 be visually minimized when viewed from the primary public right-of-
1912 way.

1913 e. Garage doors shall not exceed nine (9) feet in width by nine (9) feet
1914 in height. Glazing on garage doors shall be limited to no more than
1915 30% of garage door.

1916 f. Roof form, exterior materials, and architectural detailing of a
1917 detached Accessory Building shall complement the primary
1918 structure.

1919 g. ~~[g-]~~ Accessory structures (such as sheds and garages) shall be
1920 subordinate in scale to the primary historic structure. The footprint
1921 of the new accessory structure shall not exceed 50% of the
1922 footprint of the historic structure. If the footprint exceeds 50% of the
1923 footprint of the historic structure, the scale of the individual modules
1924 shall be broken up to reflect the mass and scale of those seen on
1925 the historic structure. New accessory structures shall follow the

1926 ~~[design guidelines]~~ regulations for ~~[compatibility of additions as~~
1927 ~~outlined in]~~ Additions to Primary Structures.

1928 HISTORY

1929 *Adopted by Ord. 2017-42 on 8/3/2017*

1930 *Amended by Ord. 2019-06 on 5/16/2019*

1931 **15-13-3 (Regulations) Design Guidelines For Historic Commercial Sites**

1932 A. **Universal (Regulations) Design Guidelines**

- 1933 1. A site shall be used as it was historically or shall be given a new use that
1934 requires minimal change to the distinctive materials, features, spaces, and
1935 spatial relationships.
- 1936 2. Changes to a site or building that have acquired historic significance in
1937 their own right shall be retained and preserved.
- 1938 3. Historic exterior features of a building shall be retained and preserved.
- 1939 4. Distinctive materials, components, finishes, construction techniques, and
1940 examples of craftsmanship shall be retained and preserved. Applicants
1941 are encouraged to reproduce missing historic elements that were original
1942 to the building, but have been removed. Physical, photographic, or
1943 documented evidence shall be used to substantiate the reproduction of
1944 missing features. In some cases, where there is insufficient evidence to
1945 allow for accurate reconstruction of lost historic elements, it may be
1946 appropriate to reproduce missing historic elements that are consistent with
1947 historic structures of similar design, age, and detailing.

- 1948 5. Deteriorated or damaged historic features and elements shall be repaired
1949 rather than replaced. When the severity of deterioration or existence of
1950 structural or material defects requires replacement, the replacement
1951 feature or element shall match the original in design, dimension, texture,
1952 material, and finish. Applicants must show severity of deterioration or
1953 existence of defects by demonstrating that the historic material is no
1954 longer safe and/or serviceable and cannot be repaired to a safe and/or
1955 serviceable condition.
- 1956 6. Non-historic alterations that have been made to elements of a property,
1957 such as window replacements, eave enclosures, or porch element
1958 substitutions, that are in place prior to the adoption of these ~~[Design~~
1959 ~~Guidelines]~~ regulations may be maintained. However, if additional
1960 alterations to these elements are proposed, the elements must be brought
1961 into compliance with these ~~[Design-Guidelines]~~ regulations.
- 1962 7. Each site shall be recognized as a physical record of its time, place and
1963 use. Applicants shall not introduce architectural elements or details that
1964 visually modify or alter the original building design when no evidence of
1965 such elements or details exists.
- 1966 8. Chemical or physical treatments, if appropriate, shall be undertaken using
1967 recognized preservation methods. Treatments that cause damage to
1968 historic material shall not be used. Treatments that sustain and protect the
1969 historic building and its occupants, but do not alter appearance, are
1970 encouraged.

- 1971 9. New construction, such as additions, exterior alterations, repairs,
1972 upgrades, etc. shall not destroy historic materials, features, and spatial
1973 relationships that characterize the historic site or historic building. New
1974 construction shall differentiate from the historic structure and, at the same
1975 time, be compatible with the historic structure in materials, features, size,
1976 scale and proportion, and massing to protect the integrity of the historic
1977 structure, the historic site, and the Historic District.
- 1978 10. New additions and related new construction shall be undertaken in such a
1979 manner that, if removed in the future, the essential form of the historic
1980 building and integrity of the historic building and site could be restored.
- 1981 11. The proposed project must not cause the building, site or Historic District
1982 to be removed from the National Register of Historic Places.

1983 **B. Specific ~~[Design Guidelines]~~ Regulations**

1984 **1. Site ~~[Design]~~**

1985 **a. Building Setback and Orientation**

- 1986 (1) The existing front and side yard setbacks of buildings shall
1987 be maintained. The alignment and setbacks are often
1988 different from residential, and are character-defining features
1989 of the district and shall be preserved.
- 1990 (2) The original location of a main entry, if extant, shall be
1991 preserved. The historic orientation of a primary entrance on
1992 Main Street shall be maintained.

- 1993 (3) The visual divisions of commercial buildings into storefront
1994 and upper stories, when present, shall be maintained.
1995 (4) Residential buildings converted to non-residential use often
1996 have deeper setbacks and landscaped front yards; these
1997 shall be retained.

1998 **b. Topography and Grading**

- 1999 (1) The natural topography and original grading of a historic site
2000 shall be maintained when feasible.

2001 **c. Landscaping and Vegetation**

- 2002 (1) The character of a historic site shall not be significantly
2003 altered by substantially changing the proportion of built
2004 and/or paved area to open space.

- 2005 (2) Existing landscape features that contribute to the character
2006 of a historic site and/or existing landscape features that
2007 provide environmental sustainability benefits shall be
2008 preserved and maintained.

- 2009 (3) Established on-site native plantings shall be maintained.
2010 During construction, established vegetation shall be
2011 protected to avoid damage. Damaged, aged, or diseased
2012 trees shall be replaced as necessary. Vegetation that may
2013 encroach upon or damage a new building may be removed,
2014 but shall be replaced with similar vegetation near the original
2015 location.

2016 (4) A detailed landscape plan, particularly for areas viewable
2017 from the primary public right-of-way, which respects the
2018 manner and materials traditionally used in the Historic
2019 Districts, shall be provided. When planning for the long-term
2020 sustainability of a landscape system, all landscape
2021 relationships on the site, including those between plantings
2022 and between the site and its structure(s) shall be considered.

2023 (5) Landscape plans shall balance water-efficient irrigation
2024 methods, drought-tolerant plants, and native plants with
2025 existing plant material and site features that contribute to the
2026 historic character of the site. Where irrigation is necessary,
2027 systems that minimize water loss, such as drip irrigation,
2028 shall be used.

2029 (6) Use to advantage storm water management features such
2030 as gutters, downspouts, site topography, and vegetation that
2031 can improve the environmental sustainability of a site.

2032 (7) The use of Water Wise Landscaping or permaculture
2033 strategies for landscape design shall be considered in order
2034 to maximize water efficiency. Where watering systems are
2035 necessary, systems that minimize water loss, such as drip
2036 irrigation, shall be used. These systems shall be designed to
2037 minimize their appearance from areas viewable from the
2038 primary public right-of-way.

- 2039 (8) Along public rights of way, landscaped areas, street trees,
2040 and seasonal plantings shall be designed to enhance the
2041 pedestrian experience, complement architectural features,
2042 and/or screen utility areas.
- 2043 (9) Installing plantings in areas like medians, divider strips, and
2044 traffic islands shall be considered.
- 2045 (10) Commercial properties typically have no setbacks
2046 along the principal façade. However, when front yard
2047 setbacks exist, landscaped areas (including patios) shall be
2048 of a small scale and design such that they do not disrupt the
2049 normal volume and flow of pedestrian traffic along the street.

2050 **d. Sidewalks, Plazas, and Other Street Improvements**

- 2051 (1) All Streetscape or character area elements should work
2052 together to create a coherent visual identity and public
2053 space. The visual cohesiveness and historic character of the
2054 area shall be maintained through the use of complementary
2055 materials.
- 2056 (2) Sidewalk bump outs reduce the distance required for
2057 pedestrians to cross streets. On long blocks, midblock
2058 crosswalks are recommended. Brick pavers, concrete
2059 pavers (sometimes brick-colored), and textured concrete or
2060 asphalt shall be used for crosswalks.

2061 (3) Using distinctive materials, such as bricks or pavers, to
2062 identify crosswalks at key intersections or crossings shall be
2063 considered. Crosswalk markings shall be clearly delineated
2064 without being obtrusive.

2065 (4) Street furniture, trash receptacles, bike racks, planters and
2066 other elements shall be simple in design and compatible with
2067 the appearance and scale of adjacent buildings and public
2068 spaces.

2069 (5) Existing plazas shall be maintained and well managed for
2070 daytime use, including landscaping, benches, trash
2071 receptacles and lighting.

2072 (6) Where new plazas are being considered, ensure that they
2073 are near pedestrian traffic, are well planned for intended
2074 uses, such as concerts or other events, and well designed
2075 for maintenance and durability.

2076 (7) Existing, alleys, staircases, and pedestrian tunnels shall be
2077 maintained where feasible.

2078 **e. Parking and Driveways**

2079 (1) The visual impacts of on-site parking (both surface lots and
2080 parking structures) shall be minimized by incorporating
2081 landscape treatments for driveways, walkways, paths,
2082 building and accessory structures in a comprehensive,
2083 complimentary and integrated design.

2084 (2) Landscaped separations, screening, and/or site walls shall
2085 be placed between parking areas, drives, service areas, and
2086 other public-use areas such as walkways, plazas, and
2087 vehicular access points.

2088 (3) When creating new off-street parking areas, the existing
2089 topography of the site and integral site features, such as
2090 mature landscaping and historic retaining walls, shall be
2091 minimally impacted.

2092 (4) Off-street parking areas shall be located within the rear yard
2093 and beyond the rear wall plane of a primary building, where
2094 feasible. If locating a parking area in a rear yard is not
2095 physically possible, the off-street parking area and
2096 associated vehicles shall be visually buffered from adjacent
2097 properties and the primary public right-of-way. Providing a
2098 driveway along the side yard of a property, if feasible, shall
2099 be considered. When locating driveways, historic site
2100 features and the existing topography of the property shall be
2101 minimally impacted.

2102 (5) ~~Ten-foot (10') wide driveways are encouraged; however, n]~~
2103 New driveways [should] shall not exceed ~~[twelve]~~ ten (1~~2~~0)
2104 feet in width ~~[within the required front setback]. For an~~
2105 approved two-car garage, driveway access to the two-car
2106 garage may be provided in one of two ways:

2107 (A) A maximum 12-foot-wide curb cut and 12-foot-wide
2108 driveway is allowed within the Front Setback. Beyond
2109 the Front Setback, the driveway may achieve a 22-
2110 foot maximum width to access the two-car garage.

2111 (B) One maximum 10-foot-wide curb cut and one
2112 maximum 10-foot-wide driveway is allowed to access
2113 each of the two garages. The two driveways:

- 2114 1. shall be separated with at least 18 inches of
2115 landscaping; and
- 2116 2. shall include a vertical element at least 18
2117 inches in height, 18 inches in width, and in a
2118 length to be approved by the Engineering
2119 Department, depending on Right-of-Way
2120 encroachments, turning radii, and Sight
2121 Distance Triangle.

2122 (6) Shared driveways should be used when feasible.

2123 (7) Textured and poured paving materials other than smooth
2124 concrete should be considered for driveways that are visible
2125 from the primary right-of-way. Permeable paving shall be
2126 used on a historic property, where appropriate, to manage
2127 storm water. Permeable paving may not be appropriate for
2128 all driveways and parking areas.

2129 (8) Consider avoiding paving up to a building's foundation in
2130 order to reduce heat-island effect, building temperature,
2131 damage to the foundation, and drainage problems.

2132 (9) Landscape plans shall allow for snow storage for driveways.
2133 Snow storage for driveways shall be provided on site.

2134 (10) Parking structures and parking areas shall be located
2135 at the rear of the building to allow commercial use on the
2136 principal façade.

2137 2. Primary Structures

2138 a. Foundation

2139 (1) The historic placement, orientation, and grade of a historic
2140 building shall be retained, as shall the original grade of the
2141 site.

2142 (2) Historic foundations shall not be covered with new materials
2143 (e.g. concrete block, plywood panels, corrugated metal, or
2144 wood shingles). Masonry foundations shall be cleaned,
2145 repaired, or re-pointed according to masonry guidelines
2146 (published by the Secretary of the Interior). Replacement of
2147 historic material is allowed only when it can be demonstrated
2148 that the historic material is no longer safe and/or serviceable
2149 and cannot be repaired to a safe and/or serviceable
2150 condition.

- 2151 (3) A new foundation shall generally raise or lower a historic
2152 structure **[no]** more than two (2) feet from its original floor
2153 elevation.
- 2154 (4) The form, material, and detailing of a new foundation shall
2155 be similar to the historic foundation (when extant) or similar
2156 to foundations of nearby historic structures.
- 2157 (5) The construction of a foundation at a height that is not
2158 proportional to neighboring historic structures is not
2159 appropriate. The height of a new foundation shall not be
2160 significantly taller or shorter than neighboring structures. A
2161 historic storefront shall not be significantly altered by lifting
2162 the historic structure for the construction of a new
2163 foundation.
- 2164 (6) A historic site shall be returned to original grade following
2165 construction of a foundation. When original grade cannot be
2166 achieved, generally no more than six (6) inches of the new
2167 foundation shall be visible above final grade on the primary
2168 and secondary facades.
- 2169 (7) The re-grading of a site shall blend the grade of the site with
2170 the grade of adjacent sites and shall not create the need for
2171 retaining walls.
- 2172 (8) A site shall be re-graded so that water drains away from the
2173 structure and does not enter the foundation.

(9) Consider adding a plinth, or trim board, at the base of a historic structure to visually anchor the historic structure to the new foundation.

(10) Window or egress wells, when needed, shall not be located on the primary façade. Window or egress wells shall be located beyond the midpoint of the secondary facades, on the tertiary elevation, or in a location that is not visible from the primary public right-of-way.

b. Exterior Walls

(1) Primary and secondary facade elements, such as window/door configuration, wall planes, recesses, bays, balconies, steps, porches, and entryways shall be preserved and maintained in their original location on the façade.

(2) Exterior historic elements including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry shall be preserved and maintained. Deteriorated or damaged historic elements shall be repaired using recognized preservation methods appropriate to the specific material.

(3) When disassembly of a historic element—window, molding, bracket, etc.--is necessary for restoration, recognized preservation procedures and methods for removal, documentation, repair, and reassembly shall be used.

- 2197 (4) When an exterior historic element cannot be repaired, it shall
2198 be replaced with materials that match the original in all
2199 respects: scale, dimension, profile, material, texture, and
2200 finish. The replacement of an existing historic element is
2201 allowed only when it can be demonstrated that the historic
2202 element is no longer safe and/or serviceable and cannot be
2203 repaired to a safe and/or serviceable condition.
- 2204 (5) Substitute material such as fiber cement or plastic-wood
2205 composite siding, shingles, and trim boards shall not be
2206 used unless it is made of a minimum of 50% recycled and/or
2207 reclaimed materials. Additionally, the applicant must show
2208 that the physical properties — expansion/contraction rates,
2209 chemical composition, stability of color and texture,
2210 compressive or tensile strength—of the substitute material
2211 have been proven to not damage or cause deterioration of
2212 adjacent historic materials.
- 2213 (6) Substitute material shall not be used on a primary or
2214 secondary façade unless the applicant can demonstrate that
2215 historic material cannot be used and that the substitute
2216 material will not cause damage to adjacent historic material
2217 or detract from the historic integrity of the structure.
- 2218 (7) The application of synthetic or substitute materials, such as
2219 vinyl or aluminum siding, over original wood siding may

2220 cause, conceal, or accelerate physical deterioration and is
2221 not appropriate. Removal of synthetic siding (aluminum,
2222 asbestos, Brick-TeX, and vinyl) that has been added to a
2223 building, followed by restoration of the historic wood siding
2224 (or other underlying historic material), is highly encouraged.

2225 (8) Interior changes that affect the exterior appearance of
2226 primary and secondary facades, including changing historic
2227 floor levels windows to doors or doors to windows, and porch
2228 roofs to balconies or decks, shall be avoided.

2229 **c. Roofs**

2230 (1) Historic roof forms shall be preserved and maintained. Most
2231 commercial roof forms are flat, sloping, hipped, or gable.

2232 (2) The line, pitch, and overhang of the historic roof form, as
2233 well as any functional and decorative elements, shall be
2234 preserved and maintained. Roof-related features such as
2235 parapet walls and cornices shall be maintained and
2236 preserved.

2237 (3) New roof features, such as photovoltaic panels (solar
2238 panels), skylights, ventilators, and mechanical and
2239 communication equipment shall be visually minimized when
2240 viewed from the primary public right-of-way so as not to
2241 compromise the architectural character of the building.

2242 Photovoltaic panels and skylights shall be flush-mounted to
2243 the roof.

2244 (4) Roof colors shall be neutral-colored and earth-toned.

2245 (5) Crickets, saddles, or other snow-guard devices shall be
2246 placed so they do not significantly alter the form of the roof
2247 as seen from the primary public right-of-way.

2248 (6) Dormers that did not exist historically shall not be added on
2249 a primary façade.

2250 (7) New dormers may be added on tertiary or secondary
2251 facades and shall be visually minimized from the primary
2252 public right-of-way. Gabled, hipped, or shed dormers are
2253 appropriate for most buildings and shall be in keeping with
2254 the character and scale of the building.

2255 **d. Storefronts**

2256 (1) Primary and secondary facade elements, such as
2257 window/door configuration, wall planes, recesses, bays,
2258 balconies, steps, porches, and entryways shall be
2259 maintained in their original location on the façade.

2260 (2) Historic storefront elements such as doors, windows, kick
2261 plates, bulkheads, transoms, ornamentation, cornices,
2262 pillars, pilasters, and other character-defining features shall
2263 be preserved and maintained.

2264 (3) Historic storefronts and their character-defining features and
2265 elements shall not be covered with modern materials.
2266 Deteriorated or damaged storefronts or elements shall be
2267 repaired so that the storefront retains its historic appearance.
2268 Repairs shall be made with in-kind materials, based on
2269 physical or documentary evidence, whenever possible.

2270 (4) Missing elements shall be replaced in keeping with size,
2271 scale, style, and materials of the historic structure, and then
2272 only if there is little or no evidence of the original
2273 construction. In such cases, an alternative design that is
2274 compatible with the remaining character-defining features of
2275 the historic building may be considered.

2276 (5) Historic recessed entries, if in their original historic
2277 configuration, shall be preserved and maintained. If a historic
2278 recessed entry has been lost during a previous renovation,
2279 consider reconstructing, based on physical or documentary
2280 evidence, the historic entry. The replacement shall match the
2281 original in terms of design, materials, and configuration.

2282 (6) Primary entrances to commercial buildings should be
2283 accessible to meet American Disabilities Act (ADA)
2284 requirements. If this is not possible, alternative entrances
2285 shall be available, clearly marked, and maintained to the
2286 same standards as the primary entrance.

2287 (7) Original doors shall be preserved and maintained.
2288 Replacement of non-historic doors shall be substantiated by
2289 documentary, physical, or pictorial evidence.

2290 (8) If no evidence of the historic door appearance is available,
2291 new doors should be similar in materials and configuration to
2292 historic doors on commercial buildings of similar period.
2293 Typically, painted wood doors with single or multiple lights of
2294 clear glass are appropriate replacements for primary
2295 facades. Replacement doors for secondary entrances may
2296 be smaller or may be solid wood. Dark or bronze-anodized
2297 metal, though less appropriate, may be substituted for wood
2298 in cases where the original door has been lost and no
2299 evidence of the original door exists.

2300 (9) The original storefront windows and window configuration
2301 shall be preserved and maintained if possible. If the
2302 storefront windows have been reduced in size over the
2303 years, re-establishing their original dimensions and
2304 configuration is encouraged.

2305 (10) Opaque, reflective, and mirror types of glass are not
2306 appropriate.

2307 (11) Transoms above display windows shall be preserved
2308 and maintained. When transoms are covered and original
2309 moldings and window frame proportions are concealed, or

2310 when transoms have been entirely removed, restoring the
2311 transom to its original appearance is encouraged.

2312 **e. Doors (Not Included in Storefronts)**

2313 (1) Historic door openings, doors, door surrounds, and
2314 decorative door features shall be preserved and maintained.

2315 (2) Historic door openings that are significant shall be restored
2316 to the historic period of restoration. On primary facades, in
2317 particular, consider reconstructed, based on physical or
2318 documentary evidence, historic doorways that no longer
2319 exist.

2320 (3) Changing the position, proportions, or dimensions of historic
2321 door openings shall be avoided. It is not appropriate to
2322 create additional openings or remove existing historic
2323 openings on primary or secondary facades that are visible
2324 from the primary public right-of-way.

2325 (4) Replacement doors shall be allowed only when it can be
2326 shown that the historic doors are no longer safe and/or
2327 serviceable and cannot be repaired to a safe and/or
2328 serviceable condition. Replacement doors shall exactly
2329 match the historic door in size, material, profile, and style.

2330 (5) Storm doors and/or screen doors typical of the Mining Era
2331 may be used on primary or secondary facades when the

2332 applicant can show that they will not diminish the historic
2333 character of the building.

2334 (6) When no physical or documentary evidence of original doors
2335 exists, replacement doors typically shall be of wood, with or
2336 without glazing, and shall complement the style of the
2337 historic structure. When replacing non-historic doors,
2338 designs similar to those that were found historically in Park
2339 City shall be used. Paneled doors were typical and many
2340 had vertical panes of glass. Scalloped, Dutch, and colonial
2341 doors, as well as door sidelights are not appropriate on most
2342 primary and secondary façades.

2343 (7) New door openings may be considered on secondary
2344 façades. A new opening shall be similar in location, size, and
2345 type to those seen on the historic structure.

2346 (8) When a historic door opening on a primary façade is no
2347 longer functional, the door shall be retained and, if
2348 necessary, blocked on the interior side only. The door shall
2349 appear to be functional from the exterior.

2350 **f. Windows (not included in Storefronts)**

2351 (1) Historic window openings, windows, window surrounds and
2352 decorative window features shall be maintained and
2353 preserved.

- 2354 (2) Historic window openings that have been altered or lost over
2355 time shall be restored. On primary façades, in particular,
2356 consider reconstructing, based on physical or documentary
2357 evidence, historic window openings that no longer exist.
- 2358 (3) Changing the position, proportions, or dimensions of historic
2359 window openings shall be avoided. It is not appropriate to
2360 create additional openings or remove existing historic
2361 openings on primary or secondary façades that are visible
2362 from the primary public right-of-way.
- 2363 (4) The historic ratio of window openings to solid wall shall be
2364 maintained.
- 2365 (5) When historic windows are present, replacement windows
2366 shall be allowed only when it can be shown that the historic
2367 windows are no longer safe and serviceable and the historic
2368 windows cannot be made safe and serviceable through
2369 repair. Replacement windows shall exactly match the historic
2370 window in size, dimensions, glazing pattern, depth, profile,
2371 and material.
- 2372 (6) The original number of glass panes in a historic window shall
2373 be maintained. Replacing multiple panes with a single pane
2374 is not appropriate. Snap-in muntins, or muntins between two
2375 sheets of glass are inappropriate as these simulated dividers

2376 lack depth and fail to show the effect of true divided glass
2377 panes.

2378 (7) Replacing an operable window with a fixed window is
2379 inappropriate.

2380 (8) New window openings may be considered on secondary
2381 façades but only when placed beyond the midpoint. New
2382 window openings shall be similar in location, size, scale,
2383 type, and glazing pattern to those seen on the historic
2384 structure.

2385 (9) When no physical or documentary evidence of original
2386 windows exists, replacement windows typically shall be of
2387 wood and shall complement the style of the historic
2388 structure.

2389 (10) When replacing non-historic windows, designs similar
2390 to those found historically in Park City shall be used.

2391 (11) Aluminum-clad wood windows are appropriate on
2392 non-historic additions or foundation-level windows. Vinyl and
2393 aluminum windows are inappropriate.

2394 (12) New glazing shall match the visual appearance of
2395 historic glazing and/or be clear. Metallic, frosted, tinted,
2396 stained, textured and reflective finishes are generally
2397 inappropriate for glazing on the primary façade of the historic
2398 structure.

2399 (13) It is generally inappropriate to modify windows on the
2400 primary façade to accommodate interior changes. When a
2401 window opening is no longer functional on a primary or
2402 secondary façade visible from the primary public right-of-
2403 way, the glazing shall be retained and the window opening
2404 shall be screened or shuttered on the interior side. The
2405 window shall appear to be functional from the exterior.

2406 (14) Storm windows shall be installed on the interior of the
2407 window; if interior installation is not feasible, the materials,
2408 style, and dimensions of exterior wood storm windows shall
2409 match the way storm windows would have been constructed
2410 at the time of the building's construction or complement the
2411 historic window dimensions in order to minimize their visual
2412 impact. Exterior storm windows shall be set within the
2413 window opening and attach to the exterior sash stop.

2414 **g. Gutters and Downspouts**

2415 (1) Removing or obstructing a historic building's elements and
2416 materials when installing gutters and downspouts shall be
2417 avoided.

2418 (2) When new gutters are needed, the most appropriate design
2419 for hanging gutters is half round. Downspouts shall be
2420 located away from architectural features and shall be visually
2421 minimized when viewed from the primary public right-of-way.

2422 (3) Water from gutters and downspouts shall drain away from
2423 the historic structure.

2424 **h. Historic Balconies/Porticos**

2425 (1) Historic balconies, porticos, and their railings and decorative
2426 architectural features shall be maintained and preserved.

2427 (2) Restoring historic balconies and porticos that have been
2428 altered or lost over time is encouraged. On primary façades,
2429 in particular, consider reconstructing, based on physical or
2430 documentary evidence, historic balconies and porticos that
2431 no longer exist.

2432 (3) Changing the position, proportions, or dimensions of historic
2433 balconies or porticos shall be avoided.

2434 (4) Substitute decking materials such as fiber cement or plastic-
2435 wood composite floor boards shall not be used unless they
2436 are made of 50% recycled and/or reclaimed material.
2437 Additionally, the applicant must show that the physical
2438 properties—expansion/contraction rates, chemical
2439 composition, stability of color and texture, compressive or
2440 tensile strength—of the substitute material have been proven
2441 to not damage or cause the deterioration of adjacent historic
2442 material.

2443 (5) Any alteration to drainage on an existing balcony shall be
2444 reviewed by the City Engineer.

i. **Decks, Fire Escapes, and Exterior Staircases**

(1) New decks, fire escapes, and exterior staircases shall be constructed in inconspicuous areas where visually minimized from the primary public right-of-way, usually on the tertiary facade. These features shall be located such that they will not damage or conceal significant historic features or details of the historic structure.

(2) The visual impact of a deck, fire escape, or exterior staircase shall be minimized by limiting its size and scale. Introducing a deck, fire escape, or exterior staircase that visually detracts from a historic structure or historic site, or substantially alters a historic site's proportion of built area to open space is not appropriate.

(3) ~~[(3-)]~~ Introducing a deck, fire escape, or staircase that will result in the loss of a character-defining feature of the historic structure or site, such as a historic porch, shall be avoided.

(4) ~~[(4-)]~~ In order to prevent damage to a historic structure, decks, fire escapes, and exterior staircases shall be constructed to be self-supporting. If a deck cannot be constructed to be self-supporting, the deck shall be attached to a historic building with care such that loss of historic material is minimized.

2468 (5) ~~[(5-)]~~ Decks, fire escapes, and related exterior steps and
2469 railings should be constructed of materials and in styles that
2470 are compatible with the historic building.

2471 (6) ~~[(6-)]~~ Decking materials such as fiber cement or plastic-wood
2472 composite floor boards shall not be used unless they are
2473 made of a minimum of 50% recycled and/or reclaimed
2474 material.

2475 j. **Chimneys and Stovepipes**

2476 (1) Historic chimneys and their decorative features are important
2477 character-defining features of historic buildings and shall be
2478 preserved and maintained.

2479 (2) Historic stovepipes shall be maintained and repaired when
2480 possible. When partial or full replacement of a historic
2481 stovepipe is required, new materials shall have a matte,
2482 nonmetallic finish.

2483 (3) Repairs to chimneys shall be made so as to retain historic
2484 materials and design. The replacement of existing historic
2485 material is allowed only when it can be shown that the
2486 historic material is no longer safe and/or serviceable and
2487 cannot be repaired to a safe and/or serviceable condition.
2488 Ornamental features such as corbelling and brick patterning
2489 shall be preserved and maintained.

2490 (4) Chimneys shall not be covered with non-historic materials.

2491 (5) New chimneys and stovepipes shall be of a size, scale, and
2492 design that are appropriate to the character and style of the
2493 historic building. New chimneys and stovepipes shall be
2494 visually minimized when viewed from primary public right-of-
2495 way and shall be appropriate to the character and style of
2496 the historic building.

2497 **k. Architectural Features**

2498 (1) Architectural features such as eaves, brackets, cornices,
2499 moldings, trim work, and decorative shingles shall be
2500 preserved and maintained.

2501 (2) Historic architectural features shall be repaired rather than
2502 replaced. Replacement architectural features are allowed
2503 only when it can be shown that the historic features are no
2504 longer safe and/or serviceable and cannot be repaired to a
2505 safe and/or serviceable condition. Replacement features
2506 shall exactly match the historic features in design, size,
2507 dimension, form, profile, texture, material and finish.

2508 (3) Architectural features may be added to a historic structure
2509 when accurately based on physical or photographic
2510 evidence (e.g. 'ghost' lines).

2511 **3. Mechanical Equipment, Communications, and Service Areas**

2512 a. Mechanical and/or utility equipment, including heating and air
2513 conditioning units, meters, and exposed pipes, shall be located on

2514 the tertiary façade or another inconspicuous location. If located on
2515 a secondary façade, the visual impact of the mechanical and/or
2516 utility equipment shall be minimized by incorporating it as an
2517 element of the building or landscape design.

2518 b. Ground-level equipment shall be screened from view using
2519 landscape elements such as fences, low stone walls, or perennial
2520 plant materials.

2521 c. Roof-mounted mechanical and/or utility equipment shall be
2522 screened and visually minimized from all views.

2523 d. Low-profile rooftop mechanical units and elevator penthouses that
2524 are not visible from the primary public right-of-way shall be used. If
2525 this is not possible, rooftop equipment shall be set back or
2526 screened from all views. Placement of rooftop equipment shall be
2527 sensitive to views from upper floors of neighboring buildings.

2528 e. Historic elements shall not be removed or obstructed when
2529 installing mechanical systems and equipment.

2530 f. New communications equipment such as satellite dishes or
2531 antennae shall be visually minimized when viewed from the primary
2532 public right-of-way.

2533 g. Loading docks shall be located and designed in order to minimize
2534 their visual impact.

2535 h. Service equipment and trash containers shall be screened. Solid
2536 wood or masonry partitions or hedges shall be used to enclose
2537 trash areas.

2538 **4. Additions to Primary Structures**

2539 **a. Protection of Historic Sites and Structures**

2540 (1) Additions to historic buildings should be considered only
2541 after it has been demonstrated that the proposed new use
2542 cannot be accommodated solely by altering interior spaces.

2543 (2) Additions to historic buildings shall be considered with
2544 caution and shall be considered only on non-character-
2545 defining façades, usually rear and occasionally side façades.
2546 Additions shall not compromise the architectural integrity of
2547 historic structures. Additions to the primary façades of
2548 historic structures are not appropriate.

2549 (3) Additions should be visually subordinate to historic buildings
2550 when viewed from the primary public right-of-way.

2551 (4) Additions to historic structures shall not be placed so as to
2552 significantly affect the integrity of historic roof forms.

2553 (5) Additions to historic structures shall not contribute
2554 significantly to the removal or loss of historic material.

2555 (6) Retain Additions to historic structures that are significant to
2556 the era/period to which the building is being restored shall be
2557 preserved and maintained.

b. General Compatibility

(1) Additions shall complement the visual and physical qualities of the historic building. An addition shall not be designed to be a copy of the existing style or imply an earlier or more ornate style than that of the historic structure.

(2) An addition shall be a contemporary interpretation of the historic structure's architecture style. The addition shall not be designed to contrast starkly with the historic structure; an acceptable design shall be compatible in mass, scale, fenestration pattern and size, storefront design, and design details. The addition shall not detract from the Streetscape or character area and/or structure's historic character.

(3) Primary façades of an addition shall not be greater in height than the primary historic façade in order to decrease the bulk and mass of the new addition and to preserve the established mass and scale of the Streetscape or character area.

(4) The rhythm established by the repetition of the traditional 25-foot façade widths shall be maintained; these dimensions, when repeated along the street, create a strong pattern that contributes to the visual continuity of the Streetscape or character area.

2580 (5) When new additions are to be wider than the traditional
2581 twenty-five (25) feet, the façade shall be divided into portions
2582 that reflect this pattern. The rhythm of façade widths shall be
2583 maintained in additions, especially for projects that extend
2584 over several lots, by changing materials, patterns, reveals,
2585 building setbacks, façade portions, or by using design
2586 elements such as columns or pilasters.

2587 (6) No more than fifty (50) feet in width of street front may have
2588 the same façade height. On large projects (more than two
2589 lots) building heights shall be varied by creating setbacks in
2590 the façade, by stepping back upper stories, and by building
2591 decks and balconies when it is appropriate to the design.

2592 (7) New additions shall incorporate character-defining features
2593 of historic commercial buildings such as the division of the
2594 façade into zones (storefront and upper stories), cornice
2595 treatment, pronounced entry, and other articulation.

2596 (8) Proportions and established patterns of historic upper story
2597 windows shall be maintained. On additions, upper floors
2598 shall incorporate traditional, vertically proportioned window
2599 openings within a more solid wall than lower floors. Windows
2600 similar in size and shape to those used historically shall be
2601 used in order to maintain the façade pattern of the
2602 Streetscape or character area. It is generally appropriate for

2603 the solid-to-void ratio of structures to be two-thirds (2/3) solid
2604 to one-third (1/3) glazing, except for storefronts that feature
2605 more glass.

2606 (9) The solid-to-void relationship of an addition shall be
2607 compatible with the historic structure. The proportions of
2608 window and door openings shall be similar to historic
2609 structures. Large expanses of glass, either vertical or
2610 horizontal, are generally inappropriate on commercial
2611 structures. Oversized doors that would create a 'grand entry'
2612 are also inappropriate. Smaller windows with simple window
2613 frames are recommended for additions.

2614 (10) Windows, doors and other features on a new addition
2615 shall be designed to be compatible with the historic structure
2616 and surrounding historic sites. Windows, doors and other
2617 openings shall be of sizes and proportions similar to those
2618 found on nearby historic structures. When using new window
2619 patterns and designs, those elements shall respect the
2620 typical historic character and proportions of windows on the
2621 primary historic structure.

2622 (11) Generally, the height of the window opening shall be
2623 two (2) times the dimension of the width. In some cases, it
2624 may be appropriate to use square windows. Additional
2625 glazing can be accommodated using transoms.


2626 (12) Roofs shall be designed to be in character with those
2627 seen historically. Simple roof forms—flat, gable, shed—are
2628 appropriate. On large projects the use of a variety of these
2629 simple roof forms is encouraged.

2630 (13) Roofs shall appear similar in scale to those seen
2631 historically. On larger additions, the use of parapet walls,
2632 changes in roof height, and changes in material shall be
2633 used to express modules.

2634 (14) Original exterior walls shall be kept intact and existing
2635 openings shall be used for connecting an addition to the
2636 original structure when feasible.

2637 **c. Transitional Elements**

2638 (1) Where a new addition abuts a historic building, a well-
2639 defined transitional element shall be designed and
2640 constructed between the historic structure and the new
2641 addition. Minor additions, such as bay windows or dormers,
2642 do not require a transitional element.

2643 (2) In some cases, a transitional element may not be necessary
2644 if the new addition is visually differentiated from the historic
2645 structure, as viewed from the primary public right-of-way,
2646 through a shift in wall plane, a change in material or pattern,
2647  or by using other design elements.

(3) In-line additions may be appropriate when the joint between the historic structure and the new addition is not visible from the primary public right-of-way. A transitional element is required if the joint between the historic structure and the new addition is visible from the primary public right-of-way and the addition is similar in design to the historic structure.

(4) If the new addition is in the same wall plane as the historic structure and also abuts a primary public right-of-way, a transitional element is required.

(5) At a minimum, the transitional element shall be two (2) feet in width.

(6) The highest point of the transitional element shall be a minimum of two (2) feet lower than the highest roof plate of the historic structure.

d. Scenario 1: Rooftop Additions

(1) Rooftop additions may be allowed, however, they shall not exceed one story in height above the existing wall plate of the historic building.

(2) Rooftop additions shall not be visible from the primary public right-of-way. The addition shall be recessed from the primary, character-defining façade to preserve the perception of the historic scale, height, and façade of the historic structure.

2671 (3) The rooftop addition shall be recessed from the façade to a
2672 distance that is at least equal to the height of the historic
2673 façade or beyond the midpoint of the structure to ensure that
2674 the rooftop addition is minimally visible from the primary
2675 public right-of-way.

2676 **e. Scenario 2: Rear Additions**

2677 **(1) Rear Additions Fronting Swede Alley**

2678 (A) Additions on the rear of Main Street buildings that will
2679 front Swede Alley shall be reduced in scale as they
2680 reach Swede Alley in order to to maintain the
2681 pedestrian character along the street.

2682 (B) Swede Alley additions shall be subordinate and
2683 complementary to Main Street with regard to public
2684 access and Streetscape or character area amenities.
2685 Rear entrances, if developed, shall accommodate
2686 both service activities and secondary access.

2687 (C) Swede Alley facades shall be simple in detail and
2688 shall complement the character of the building's
2689 primary entrance on Main Street. Materials and colors
2690 used on the Swede Alley entrance shall be
2691 coordinated with the Main Street façade so customers
2692 can recognize that both entrances belong to the same
2693 business.

2694 (D) Swede Alley facades shall utilize materials, colors,
2695 signs, and lighting that reinforces a cohesive design
2696 of the building.

2697 (E) Window display areas on Swede Alley facades may
2698 be appropriate, but shall be subordinate to and
2699 proportionally smaller than those seen on Main Street.

2700 **(2) Rear Additions Fronting Park Avenue**

2701 Additions to historic commercial structures that will face Park
2702 Avenue shall be consistent to the size and scale of
2703 residential development to maintain the character of the Park
2704 Avenue Streetscape or character area. This includes the
2705 overall scale and massing of facades, window and door
2706 sizes and configurations, lighting, and landscaping. See
2707 ~~[Design Guidelines]~~ Regulations for New Additions to
2708 Historic Residential Structures.

2709 **(3) Basement Additions**

2710 (A) A basement addition shall generally raise the historic
2711 structure not more than two (2) feet from its original
2712 floor elevation above original grade. Lifting of the
2713 structure shall not disrupt its relationship with the
2714 Streetscape or character area or sidewalk elevation.

2715 (B) In plan, ~~the~~ the exterior wall planes of an in-line
2716 basement addition shall not extend beyond the

2717 exterior wall planes of the historic structure's primary
2718 or secondary facades.

2719 (C) Window or egress wells, if needed, shall not be
2720 located on the primary façade. Window or egress
2721 wells ~~[should]~~ shall be located beyond the midpoint of
2722 the secondary façades, on the tertiary façade, or in a
2723 location that is not visible from the primary public
2724 right-of-way. Landscape elements shall be used in
2725 screening window/egress wells from the primary
2726 public right-of-way.

2727 (D) A historic site shall be returned to original grade
2728 following the construction of a foundation. When
2729 original grade cannot be achieved, no more than six
2730 (6) inches of the new foundation shall be visible
2731 above final grade on primary and secondary facades.

2732 **f. New Storefronts**

2733 (1) Street-facing primary façades of new additions shall be
2734 distinguished by well-defined storefront elements, including
2735 storefront entryway, ample-size windows, and appropriate
2736 decorative elements. Storefronts on new additions shall have
2737 rhythm and pattern similar to that of the historic Streetscape
2738 or character area.

- 2739 (2) Storefronts were built using standard dimensions for kick
2740 plates or bulkheads and display windows so the first levels
2741 have a similar height. When storefronts are situated on the
2742 steep-sloped of Main Street, the result is a stair-step effect.
2743 This stair-step effect is an important visual pattern of the
2744 Historic District and shall be repeated on additions.
- 2745 (3) Recessed entries on additions fronting on Main Street are
2746 encouraged.
- 2747 (4) Windows on new storefront additions shall be used
2748 extensively and in keeping with the architectural style of the
2749 historic structure. Design and scale shall be maintained in
2750 the tradition of historic storefronts with extensive street-level
2751 window area.
- 2752 (5) Generally, two-thirds (2/3) or more of storefront areas may
2753 be glass. The solid-to-void ratio of an addition's storefront
2754 shall be similar to that of the historic structure.

2755 **g. New Decks (Not Street Dining Decks)**

- 2756 (1) Decks on new additions shall be constructed in
2757 inconspicuous areas, usually on a tertiary façade, where the
2758 deck is visually minimized from the primary public right-of-
2759 way. If a deck is built on a secondary façade of a historic
2760 structure, the deck shall be screened from the primary public
2761 right-of-way with fencing and/or appropriate native

2762 landscaping. Decks shall be located where and in a way that
2763 will not damage or conceal significant historic features or
2764 details of the historic structure.

2765 (2) In order to prevent damage to a historic structure, decks
2766 shall be constructed to be self-supporting. If a deck cannot
2767 be constructed to be self-supporting, the deck shall be
2768 attached to a historic structure with care so that loss of
2769 historic fabric is minimized.

2770 (3) Introducing a deck that will result in the loss of a character-
2771 defining feature of a historic structure or site, such as a
2772 historic porch or mature tree, shall be avoided.

2773 (4) The visual impact of a deck shall be minimized by limiting its
2774 size and scale. Introducing a deck that visually detracts from
2775 a historic structure or historic site, or substantially alters a
2776 historic site's proportion of built area to open space, is not
2777 appropriate.

2778 (5) Decks and related steps and railings shall be constructed of
2779 material and in styles that are compatible with the structure
2780 to which they are attached.

2781 (6) Decking materials such as fiber cement or plastic-wood
2782 composite floor boards shall not be used unless they are
2783 made of a minimum of 50% recycled and/or reclaimed
2784 material.

2785 (7) A roof deck on a historic structure or new addition shall be
2786 visually minimized when viewed from the primary public
2787 right-of-way.

2788 h. **Handrails**

2789 (1) New handrails and railings shall complement the historic
2790 structure in material and design.

2791 i. **Awnings**

2792 (1) Awnings may be appropriate for use on a street level façade
2793 if placed in locations historically used for awnings.

2794 Storefronts and upper façade windows are both appropriate
2795 locations for new awnings.

2796 (2) Awnings shall be placed so that the historic and architectural
2797 features are not obstructed. Transom lights of prism glass or
2798 stained glass shall not be covered by permanent, fixed
2799 awnings.

2800 (3) Installation of awning hardware shall not damage historic
2801 materials and features of the historic building.

2802 (4) Shed-type awnings are the most appropriate for use on both
2803 street-level facades and upper facades. Alternative awning
2804 forms may be considered if physical or photographic
2805 evidence of their use on the historic building exists or the
2806 awning complements the design of the building.

2807 (5) Awnings shall be compatible with the style and period of the
2808 historic building in size, color and material. Plastic, vinyl or
2809 metal awnings shall be avoided.

2810 (6) Awnings may contain graphics or signs, but shall not be
2811 backlit. Spotlighting awnings from above shall also be
2812 avoided.

2813 (7) Awnings shall not shed an excessive amount of rain or snow
2814 onto a sidewalk or other pedestrian paths.

2815 j. **Reusing Historic Houses as Commercial Structures**

2816 (1) When a historic residential structure is adapted to a
2817 commercial use, its residential ~~[design]~~appearance and
2818 character shall be preserved.

2819 Please see ~~[Design Guidelines]~~ Regulations for Historic
2820 Residential Structures.

2821 HISTORY

2822 *Adopted by Ord. 2019-06 on 5/16/2019*

2823 **15-13-4 ~~[Guidelines]~~ Regulations For Relocation And/or Reorientation Of Intact**
2824 **Buildings Or Structures**

2825 Whenever possible, a historic structure should be rehabilitated in its original location for
2826 the following reasons:

- 2827 • The historic integrity of the site, or Streetscape, or character area will be altered by the
2828 relocation and/or reorientation of the structure.
- 2829 • The relocation and/or reorientation may threaten the historical significance of the

2830 structure or site.

2831 • The structure may be damaged or weakened in the process of relocation and/or
2832 reorientation.

2833 • Relocation and/or reorientation adds costs not associated with on-site rehabilitation;
2834 such as utility line removal, moving expenses, additional International Building Code
2835 requirements, tree removal/trimming, and possibly traffic control.

2836 Relocation of any structure designated as historic on the City's Historic Sites Inventory
2837 may endanger its historic designation as defined by LMC 15-11-10(A), therefore, all
2838 applications for the relocation and/or reorientation of historic structures must be
2839 reviewed and approved by the Historic Preservation Board. No historic structure shall
2840 be relocated and/or reoriented when its preservation will be adversely affected.

2841 When a structure is permitted to be relocated and/or reoriented, every effort shall be
2842 made to reestablish its historic orientation, setting, and relationship to the environment.

2843 **A. Protection for the Historic Building and Site**

2844 1. Relocation and/or reorientation of a historic building shall be considered
2845 only after it has been determined by the Historic Preservation Board that
2846 the integrity and significance of the historic building will not be diminished
2847 by such action.

2848 2. Relocation and/or reorientation of a historic building shall be considered
2849 only after it has been determined that the structural soundness of the
2850 building will not be negatively impacted. A professional structural analysis
2851 shall be conducted in order to minimize any damage that may occur
2852 during the relocation/reorientation of a historic structure.

- 2853 3. Hire licensed professional building movers to relocate a historic building.
- 2854 4. A historic structure shall be secured and protected from adverse weather
- 2855 conditions, water infiltration, and vandalism before, during, and after the
- 2856 relocation/ reorientation process.
- 2857 5. When rehabilitation of the historic structure is delayed, temporary
- 2858 improvements, such as roof repairs, secured and/or covered windows and
- 2859 doors, and adequate ventilation shall be made to the structure to protect
- 2860 the historic fabric until rehabilitation can be accomplished.
- 2861 6. A written plan detailing the steps and procedures for relocation or
- 2862 reorientation of a historic building shall be completed and approved by the
- 2863 Planning and Building Departments. This plan shall outline, step by step,
- 2864 the proposed work to relocate and/or reorient the building to ensure that
- 2865 the least destructive method of moving the building will be employed.
- 2866 7. Relocating and/or reorienting a historic building of which the location
- 2867 contributes to the character of the Historic District shall be avoided.
- 2868 8. A historic building shall be moved in one piece whenever possible. When
- 2869 problematic structural or relocation route conditions preclude moving a
- 2870 building as a single unit, then partial disassembly into large sections may
- 2871 be acceptable. Total disassembly of building components shall be avoided
- 2872 except under extreme situations.
- 2873 9. Buildings and their components shall be protected from damage during
- 2874 the moving process by adding bracing, strapping, and by temporarily
- 2875 infilling door and window openings for structural rigidity.

10. 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.

11. 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.

12. 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.

B. Panelization

1. Disassembly & Reassembly of All or Part of a Historic Structure

a. Disassembly of a historic building shall be considered only after it has been determined by the Historic Preservation Board that the panelization is necessary as outlined by Land Management Code 15-11-14.

b. 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.

- 2898 c. Measured drawings of the structure or element to be
2899 disassembled/reassembled shall be completed.
- 2900 d. A thorough photographic survey of the interior and exterior
2901 elevations as well as architectural details of the structure shall be
2902 completed, including site and location views from all compass
2903 points, exterior elevations, interior elevations of each room, and
2904 elevations of each basement and attic wall. Standards for
2905 photographic documentation are provided in the (Historic Site or
2906 District) [Design] Review Process section of these (Regulations)
2907 [Design Guidelines].
- 2908 e. Written plans detailing the disassembly and reassembly steps and
2909 procedures shall be completed and approved by the Planning and
2910 Building Departments.
- 2911 f. In order to minimize loss of historic fabric, structures shall be
2912 disassembled in the largest workable pieces possible.
- 2913 g. To ensure accurate reassembly, all parts of the building, structure,
2914 or element shall be marked as they are systematically separated
2915 from the structure. Contrasting colors of paint or carpenter wax
2916 crayons ~~[should]~~ shall be used to establish a marking code for each
2917 component. The markings shall be removable or shall be made on
2918 surfaces that will be hidden from view when the structure is
2919 reassembled.

- 2920 h. Important architectural features of a historic building or structure
2921 shall be removed, marked, and stored before the structure or
2922 element of the structure is disassembled.
- 2923 i. The process of disassembly of a historic building or structure shall
2924 be recorded through photographic, still or video, means.
- 2925 j. As each component of a historic building is disassembled, the
2926 physical condition shall be noted, particularly if it differs from the
2927 condition stated in pre-disassembly documentation. When a
2928 component is too deteriorated to remove, it shall be carefully
2929 documented— with photographs and written notes on its
2930 dimensions, finish, texture, color, etc.---to facilitate accurate
2931 reproduction.
- 2932 k. Wall panels and roof surfaces shall be protected with rigid
2933 materials, such as sheets of plywood, when there is risk of damage
2934 during the disassembly/storage/reassembly process.
- 2935 l. Disassembled components—trim, windows, doors, wall panels, roof
2936 elements, etc.-- shall be securely stored on-site in a storage trailer
2937 or off-site in a garage/warehouse/trailer until needed for
2938 reassembly.

2939 **2. Reassembly**

- 2940 a. When reassembling a historic structure, the original orientation and
2941 siting shall be replicated as closely as possible.

2942 b. New foundations and additions shall follow the ~~[Design Guidelines]~~
2943 Regulations established in earlier sections of these ~~[Design~~
2944 Guidelines] Regulations.

2945 **3. Reconstruction**

- 2946 a. Reconstruction of a historic building or structure is allowed when
2947 the Chief Building Official determines the structure to be hazardous
2948 or dangerous, pursuant to Section 116.5 of the International
2949 Building Code, and when the building cannot be made safe
2950 and/serviceable through repair.
- 2951 b. Reconstruction shall be guided by documentation and physical
2952 evidence in order to facilitate accurate re-creation.
- 2953 c. Reconstruction ~~[should]~~ shall not be based on conjectural designs
2954 or on a combinations of different features from other historic
2955 buildings.
- 2956 d. Reconstruction shall include recreating the documented design of
2957 exterior features such as roof shape, architectural detailing,
2958 windows, entrances and porches, steps and doors, and the historic
2959 spatial relationships.
- 2960 e. Reconstruction shall include measures to preserve and reuse any
2961 remaining historic materials found to be safe and/or serviceable.
- 2962 f. A reconstructed building shall accurately duplicate the appearance
2963 of the historic building in materials, design, color, and texture.

- 2964 g. A reconstructed building shall duplicate the historic building, and
2965 shall reconstruct the setting, placement, and orientation of the
2966 original structure.
- 2967 h. A reconstruction shall re-establish the historic relationship between
2968 the building or buildings and historic site features.
- 2969 i. A building may not be reconstructed on a location other than the
2970 original site, unless approved by the Historic Preservation Board
2971 pursuant to LMC 15-11-13.

2972 HISTORY

2973 *Adopted by Ord. 2019-06 on 5/16/2019*

2974 **15-13-5 Sustainability In Historic Buildings**

2975 **A. Planning for Sustainability**

- 2976 1. An integrated sustainability team that includes a preservation professional
2977 should be assembled to ensure that the character and integrity of a
2978 historic building is maintained during any upgrades.
- 2979 2. The condition of inherently-sustainable features of a historic building, such
2980 as shutters, storm windows, awnings, porches, vents, roof monitors,
2981 skylights, light wells, transoms and naturally-lit corridors, should be
2982 analyzed and included in energy audits and energy modeling before
2983 planning upgrades.
- 2984 3. Methods to reduce energy use, such as installing fixtures and appliances
2985 that conserve resources, including energy-efficient lighting or energy-

2986 efficient lamps in existing light fixtures, low-flow plumbing fixtures, and
2987 sensors and timers that control water flow, lighting and temperature,
2988 should be identified before undertaking more invasive treatments that may
2989 negatively impact a historic building.

2990 4. Sustainable improvements, beginning with minimally invasive treatments
2991 that are least likely to damage historic building material, should be
2992 prioritized.

2993 5. Maintaining a substantial percentage of original interior floors, walls and
2994 non-structural elements is encouraged.

2995 6. Construction and renovation waste should be diverted from landfill,
2996 prioritizing reuse or resell of materials, or delivery to recycling facilities.

2997 7. The inherent energy-conserving features of historic buildings and their
2998 sites, including shade trees, porches, operable windows, and transoms
2999 shall be retained.

3000 8. The thermal envelope of historic buildings should be improved by
3001 observing traditional practices such as weather-stripping and insulating.

3002 **B. Maintenance**

3003 1. Historic buildings and structures should be maintained on a regular basis
3004 in order to preserve historic fabric and maximize operational efficiency.

3005 2. Durable historic building materials should be retained, preserved and
3006 maintained.

3007 3. Environmentally-friendly cleaning products that are compatible with
3008 historic finishes should be used.

3009 4. Sustainable products and treatments, such as low-VOC paints and
3010 adhesives and lead-safe paint removal methods, should be used as much
3011 as possible when rehabilitating a historic building or structure.

3012 **C. Windows and Doors**

3013 1. Windows and doors should be maintained on a regular basis to ensure
3014 they function properly and are completely operable.

3015 2. Historic windows and doors should be retained and repaired when
3016 deteriorated.

3017 3. Historic windows and doors should be weather-stripped and caulked, when
3018 appropriate, to make them weather tight.

3019 4. Interior or exterior storm windows or panels and doors that are compatible
3020 with existing historic windows should be installed.

3021 5. Compatible and energy-efficient replacement windows and doors that
3022 match the appearance, size, design, proportion, and profile of the existing
3023 historic windows or doors and that are durable, repairable and recyclable,
3024 should be installed when existing windows are too deteriorated to repair.

3025 6. Missing windows and doors should be replaced with new, energy-efficient
3026 windows or doors that are appropriate to the style of the historic building
3027 and that are durable, repairable and recyclable.

3028 7. Historic steel windows, curtain-wall systems, and doors should be
3029 retrofitted to improve thermal performance without compromising the
3030 historic character.

3031 8. Existing historic shutters and awnings should be retained, preserved and
3032 maintained. Newly installed shutters and awnings should be historically
3033 appropriate.

3034 9. Historically-operable interior transoms should be repaired or reopened,
3035 when possible, to improve air flow and cross ventilation.

3036 **D. Weatherization and Installation**

3037 1. A variety of analytical tools, such as a comprehensive energy audit,
3038 blower door tests, infrared thermography, and energy modeling or daylight
3039 modeling should be used to gain an understanding of the building's
3040 performance and potential before implementing any weatherization or
3041 retrofit treatments.

3042 2. A weatherization plan should be developed based on the results of an
3043 energy analysis of a building's performance and potential.

3044 3. Infiltration should be eliminated, beginning with the least invasive and
3045 most cost-effective weatherization measures, such as caulking and
3046 weather-stripping, before undertaking more invasive weatherization
3047 measures.

3048 4. The inherent thermal properties of a historic building's materials and the
3049 insulating needs for the specific climate and building type should be
3050 understood before adding or changing insulation.

3051 5. Unfinished spaces, such as attics, basements and crawl spaces, should
3052 be insulated before adding wall insulation.

- 3053 6. The appropriate type of insulation and adequate ventilation should be
3054 used in unfinished spaces. Wet-spray or other spray-in insulation that is
3055 not reversible or may damage historic materials should not be used.
3056 Adding insulation in cavities that are susceptible to water infiltration is not
3057 appropriate.
- 3058 7. Air infiltration should be reduced before adding wall insulation.
- 3059 8. Appropriate wall insulation should be installed when necessary only after
3060 lower impact treatments have been carried out.
- 3061 9. Wall insulation that is not reversible and that may cause damage to
3062 historic building material is not recommended. Insulation installed on the
3063 exterior of a historic building which results in the loss of historic materials
3064 and may alter the proportion and relationship of the wall to the historic
3065 windows and trim is not appropriate.
- 3066 10. Historic trim that was removed to install insulation should be reinstalled.

3067 **E. Heating, Ventilating, Air Conditioning (HVAC), and Air Circulation**

- 3068 1. Functional and efficient HVAC systems should be retained and
3069 maintained.
- 3070 2. Existing HVAC systems should be upgraded within normal replacement
3071 cycles to increase efficiency and performance HVAC systems replaced
3072 prematurely when existing systems are operating efficiently is not
3073 recommended.

3. When a new HVAC system is necessary, an energy-efficient system that takes into account whole building performance and retains the historic character of a building and site should be installed.
4. The efficiency of HVAC systems should be augmented, where appropriate, with less intensive energy measures, such as programmable thermostats, attic and ceiling fans, and louvers and vents.
5. High efficiency, ductless air conditioners, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material, should be retained or installed when appropriate.
6. New mechanical ductwork should be installed sensitively or using a mini-duct system so ducts are not visible from the exterior and do not adversely impacts the historic character of the interior space.
7. HVAC equipment should be placed where it will operate effectively and efficiently and will be minimally visible and will not negatively impact the historic character of a building or its site.
8. The performance of a HVAC system should be examined regularly to ensure that the system is operating efficiently.
9. Whether a geothermal heat pump will enhance the heating and cooling efficiency of a building should be investigated before considering installation.

F. Solar Energy Systems

- 3096 1. On-site solar energy systems should be considered only after
3097 implementing all standard energy-efficiency treatments, which often have
3098 greater life-cycle cost benefit than on-site renewable energy, to improve
3099 the energy efficiency of a building.
- 3100 2. Before considering solar energy systems for a historic structure, it should
3101 be analyzed whether the technology can be used successfully and will
3102 benefit the historic building without compromising its character or the
3103 character of the site or the surrounding Historic District.
- 3104 3. A solar energy system should be installed in a compatible location on a
3105 site or on a non-historic building or addition where it will have minimal
3106 impact on the historic building and site.
- 3107 4. A solar energy system should be installed on a historic building only after
3108 other locations have been investigated and determined infeasible.
- 3109 5. A low-profile solar energy system should be installed on a historic building
3110 so the device is not visible or is minimally visible from the primary public
3111 right of way; for example, installation should be on a flat roof and set back
3112 to take advantage of a parapet or other roof feature to screen solar panels
3113 from view, or on a secondary slope of a roof out of view from the primary
3114 public right of way.
- 3115 6. A solar energy system on a historic building should be installed in a
3116 manner that does not damage historic roofing material, does not
3117 negatively impact the building's historic character, and is reversible.

3118 7. Solar energy systems should be installed horizontally – flat or parallel to
3119 the roof slope—to reduce visibility.

3120 **G. Cool Roofs and Green Roofs**

3121 1. Whether or not a cool roof or green roof is appropriate for a historic
3122 structure should be analyzed before being considered.

3123 2. A cool roof or green roof should be installed on a flat-roofed historic
3124 building where it will not be visible from the primary public right of way and
3125 will not negatively impact the building's historic character.

3126 3. Appropriate roofing materials and colors should be selected when putting
3127 a cool roof on a historic building. Installing a cool roof that is incompatible
3128 in material or color with the historic building is not appropriate.

3129 4. A historic building must be able to structurally accommodate the added
3130 weight of a green roof. When increasing the weight-bearing capacity of a
3131 historic structure is necessary to accommodate a green roof, it should be
3132 done in a manner sensitive to the historic character of the structure.

3133 5. Before installation of a green roof system, a structure's roof should be
3134 water-tight, should drains properly and gutters and downspouts should
3135 function effectively.

3136 6. When installing a green roof, a moisture-monitoring system should be
3137 included to protect the historic building from added moisture and
3138 accidental leakage.

3139 7. A green roof should be vegetated with sustainable native plantings that
3140 are drought resistant and will not require excessive watering.

3141 8. Vegetation for a green roof should be appropriately-scaled so not to grow
3142 so tall that the vegetation will be visible from the primary right-of-way and
3143 detract from the building's historic character.

3144 9. When installing a green roof, a cistern and pump system should be
3145 considered to capture rainwater and minimize additional need for
3146 irrigation.

3147 **H. Site Features and Water Efficiency**

3148 1. Historic character-defining site features should be respected when
3149 considering adding new sustainable features to the site.

3150 2. Existing storm-water management features, such as gutters and
3151 downspouts, as well as site topography and vegetation that contribute to
3152 the sustainability of the historic site, should be used to advantage.

3153 3. Natural, sustainable features such as shade trees should be added to the
3154 site, when appropriate, to reduce cooling loads for the historic building.
3155 Existing natural features, such as shade trees or planting trees that may
3156 grow to encroach upon or damage the historic building should be
3157 removed.

3158 4. Permeable paving should be used where appropriate on a historic site to
3159 manage storm water. Permeable paving may not be appropriate for all
3160 driveways and parking areas.

3161 5. Consider avoiding paving up to a building foundation in order to reduce
3162 heat island effect, building temperature, and damage to the foundation
3163 and to facilitate storm-water runoff.

- 3164 6. A historic site should be landscaped with native plants, when appropriate,
3165 to enhance the sustainability of the site consistent with the Water Wise
3166 Landscaping review criteria set forth in 15-5-5(N).

3167 **I. Daylighting**

- 3168 1. Features, such as glazed doors and transoms common in historic
3169 structures, that provide natural light to corridors shall be retained.
- 3170 2. Historic windows that have been blocked in should be reopened to add
3171 natural light and ventilation.
- 3172 3. Skylights and dormers should be added on secondary roof elevations
3173 where they are not visible or are minimally visible so there is no impact
3174 negative to the building's historic character.
- 3175 4. Automated daylighting controls that ensure adequate indoor lighting and
3176 allow for energy-saving use of daylighting should be installed on interior
3177 lighting systems.
- 3178 5. New window openings should be added, where appropriate, on secondary
3179 and less visible façades to allow more natural light into a historic building.

3180 **15-13-6 Treatment Of Historic Building Materials**

3181 **A. Paint**

- 3182 1. Paint color is not regulated by the ~~[Design Guidelines]~~ Regulations.
- 3183 2. When painting a historic structure, colors that are in keeping with the
3184 structure's style and period should be considered. Along with material and
3185 physical differentiation, painting an addition to a historic structure a color

different than the historic structure to visually differentiate the addition should be considered.

3. Original materials such as brick and stone that were traditionally left unpainted shall not be painted. Materials, such as wood, that were traditionally painted shall have an opaque rather than transparent finish when placed on a Historic Structure.

~~4. [A rustic, bare wood look is generally not appropriate on historic residential and commercial structures, but may be appropriate on accessory structures. A transparent or translucent weather protective finish shall be applied to wood surfaces that were not historically painted].~~

5. Low-VOC (volatile organic compound) paints and finishes should be used when possible.

B. Wood

Historically, wood was a popular material choice for siding, cornices, brackets, columns, balustrades, and other architectural features. These wood features, important in defining the historic character of the building or structure, are therefore important to retain, repair, and protect.

~~[See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations.]~~

C. Masonry

Historic masonry materials generally include stone, brick, terra cotta, and adobe. Mortar was used to bond masonry units together. Historic mortar was quite soft, consisting primarily of lime and sand; however, after 1880, Portland cement was

added to create a more rigid bond. While masonry is among the most durable of historic building materials, it is also very susceptible to damage by improper maintenance and repair techniques and harsh or abrasive cleaning methods.

~~[See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations].~~

D. Architectural Metals

Architectural metal features may include cast iron facades, siding, porches, and steps. Sheet metal cornices, siding, roofs, roof cresting, and storefronts are often found on historic buildings and structures. These features may be important in defining the overall historic character of a building or structure. Metals commonly used in historic buildings and structures include lead, tin, zinc, copper, bronze, brass, iron, steel, nickel alloys, stainless steel, and aluminum. ~~[See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations.]~~

15-13-7 Additional [Guidelines] Regulations

A. ADA in New Residential and Commercial Infill Buildings

The Americans with Disabilities Act requires places of public accommodation to provide access to their services and programs. In the case of historic buildings, the goal is to achieve the highest level of accessibility with the lowest impact on the historic structure.

- 3230 1. Barrier-free access shall be provided that promotes independence for the
3231 disabled to the highest degree practicable, while preserving the character-
3232 defining features of historic buildings.
- 3233 2. Whenever possible, the appearance of accessibility ramps or elevators
3234 shall not significantly detract from the historic character of the building.
3235 New or additional means of access shall be compatible with the historic
3236 building and its setting.
- 3237 3. Ramps or other accessibility-related installations shall be single in design
3238 and as unobtrusive as possible. They shall be constructed of concrete or
3239 wood and painted in colors similar to that of the Historic Building.
- 3240 4. Historic doors that do not conform to building and/or accessibility codes
3241 should be rehabilitated to conform.

3242 **B. Seismic Upgrades**

- 3243 1. The visual impact of exterior treatments associated with seismic upgrades
3244 shall be minimized so that it has the least impact on the historic building's
3245 historic integrity. Significant architectural features on the exterior of the
3246 building shall remain unchanged on facades and secondary elevations
3247 visible from the primary public right-of-way.
- 3248 2. Building materials used in seismic retrofitting shall be located on the
3249 interior and/or placed where they do not obscure significant architectural
3250 features.

3251 **HISTORY**

3252 *Adopted by Ord. 2019-06 on 5/16/2019*

15-13-8 ~~[Design Guidelines]~~ Regulations For New Residential Infill Construction In Historic Districts

A. Universal ~~[Guidelines]~~ Regulations

1. New infill residential buildings shall reflect the historic character—simple building forms, unadorned materials, restrained ornamentation—of Park City’s Historic Sites.

2. New infill residential buildings shall not directly imitate existing historic structures in Park City. Roof pitch, shape and configuration, as well as scale of building elements found on Historic Sites may be duplicated, but building elements such as moldings, cornice details, brackets, and porch supports shall not be directly imitated. Reconstruction of non-surviving historic buildings is allowed.

3. A style of architecture shall be selected and all elevations of the new infill residential building ~~[should]~~ shall be designed in a manner consistent with a contemporary interpretation of the chosen selected style. Stylistic elements shall not simply be applied to exteriors. Styles that never appeared in Park City shall be avoided. Styles that radically conflict with the character of Park City’s Historic Sites shall also be avoided. ~~[Styles that never appeared in Park City shall be avoided.]~~

4. New infill residential buildings shall differentiate from historic structures but be compatible with historic structures in materials, features, size, scale and proportion, and massing to protect the integrity of the Historic District as a whole. The massing of the new infill residential buildings shall be

3276 further broken up into volumes that reflect the original massing of historic
3277 buildings; larger masses shall be located at the rear of the lot.

3278 5. Building and site design shall respect the existing topography, the
3279 character-defining site features, including existing trees and vegetation,
3280 and shall minimize cut, fill, and the use of retaining walls.

3281 6. Exterior elements—roofs, entrances, eaves, chimneys, porches, windows,
3282 doors, steps, garages, etc.— of the new infill residential building shall be
3283 of human scale and shall be compatible with neighboring Historic
3284 Structures.

3285 7. Scale and height of new infill residential buildings shall follow the
3286 predominant pattern and respect the architecture of the Streetscape or
3287 character area with special consideration given to Historic Sites.

3288 8. Size and mass of a structure shall be compatible with the size of the site
3289 so that lot coverage, building bulk, and mass are compatible with Historic
3290 Sites within the Streetscape or character area.

3291 9. New construction activity shall not physically damage nearby Historic
3292 Sites.

3293 10. New infill residential buildings shall reinforce visual unity within the context
3294 of the Streetscape or character area. The specific context of each
3295 Streetscape or character area is an important feature of the Historic
3296 District. The context of each Streetscape or character area shall be
3297 considered in its entirety, as one would see it when standing on the street
3298 viewing both sides of the street for the entire length of the Streetscape or

3299 character area. Special consideration should be given to adjacent and
3300 neighboring Historic Sites in order to reinforce existing rhythms and
3301 patterns.

3302 11. New materials should reflect the character of the Historic District.

3303 Sustainable technology is constantly changing resulting in new alternative
3304 materials. New alternative materials may be reviewed by the Design
3305 Review Team for compliance being judged on the following
3306 characteristics: • Longevity (50 year lifespan) • Energy performance •
3307 Durable in this climate • Environmental benefit (high recycled content,
3308 locally sourced) • Compatibility with the character of the Historic District

3309 **B. Specific ~~Guidelines~~ Regulations**

3310 **1. Site Design**

3311 **a. Building Setback and Orientation**

3312 (1) Lot coverage of new buildings shall be compatible with the
3313 surrounding Historic Sites.

3314 (2) Structures shall be located on a site in a way that follows the
3315 predominant pattern of historic buildings along the street,
3316 maintaining traditional setbacks, orientation of entrances,
3317 alignment along the street, and open space.

3318 (3) The historic town grid shall be preserved by retaining the
3319 formal street pattern, maintaining historic lot sizes rather
3320 than aggregating the historic-sized lots into larger lots, and

3321 preserving the regular rhythm and pattern of lot sizes in a
3322 way that reinforces the perception of the grid.

3323 (4) A new building shall be oriented parallel to the site's lot lines,
3324 similar to that of historic building orientations. When similar
3325 front yard setbacks are characteristic of the Streetscape or
3326 character area, a new building's façade shall be aligned with
3327 neighboring buildings' facades. When a variety of building
3328 setbacks is part of the historic context, a new building shall
3329 be located within the range of setbacks seen historically.

3330 (5) New buildings shall have a clearly defined primary entrance
3331 oriented toward the street consistent with historic buildings
3332 within the Streetscape or character area. Entrances on
3333 secondary or tertiary facades of a building shall be clearly
3334 subordinate to the entrance on the primary façade.

3335 (6) Side yard setbacks similar to those seen historically within
3336 the Streetscape or character area shall be established in
3337 order to reinforce the pattern of built and open space. The
3338 historic rhythm of building spacing in the immediate
3339 Streetscape or character area shall be especially
3340 considered.

3341 **b. Topography and Grading**

3342

3343 (1) The natural topography and original grading of a site shall be
3344 maintained when feasible.

3345 (2) Building and site design shall respond to natural features.
3346 New infill residential buildings shall step down or up to follow
3347 the existing contours of steep slopes.

3348 (3) A new site's natural slope shall be respected in a new
3349 building design in order to minimize cuts into hillsides,
3350 minimize fill, and minimize retaining walls.

3351 **c. Landscaping and Vegetation**

3352 (1) Existing landscape features that contribute to the character
3353 of the Historic District and existing landscape features that
3354 provide environmental sustainability benefits shall be
3355 respected and maintained.

3356 (2) Established on-site native plantings shall be maintained.
3357 During construction, established vegetation shall be
3358 protected to avoid damage. Damaged, aged, or diseased
3359 trees shall be replaced as necessary. Vegetation that may
3360 encroach upon or damage a new building may be removed,
3361 but shall be replaced with similar vegetation near the original
3362 location.

3363 (3) A detailed landscape plan, particularly for areas viewable
3364 from the primary public right-of-way, which respects the
3365 manner and materials traditionally used in the Historic

3366 Districts, shall be provided. When planning for the long-term
3367 sustainability of a landscape system, all landscape
3368 relationships on the site, including those between plantings
3369 and between the site and its structure(s) shall be considered.

3370 (4) Landscape plans shall balance water efficient irrigation
3371 methods and drought tolerant and native plant material with
3372 existing plant material and site features that contribute to the
3373 character of the Historic District.

3374 (5) Use to advantage storm water management features such
3375 as gutters, downspouts, site topography, and vegetation that
3376 can improve the soil water retention and permeability of a
3377 site.

3378 (6) The use of Water Wise Landscaping or permaculture
3379 strategies for landscape design shall be considered in order
3380 to maximize water conservation. Where watering systems
3381 are necessary, systems that minimize water loss, such as
3382 drip irrigation, shall be used. These systems shall be
3383 designed to minimize their appearance from areas viewable
3384 from the primary public right-of-way.

3385 **d. Retaining Walls**

3386 (1) When feasible, a site shall be contoured in a way that
3387 reduces the need for retaining walls. When retaining walls
3388 are necessary, the visual impact shall be minimized by

3389 creating gradual steps or tiers and by using perennial plant
3390 material. When a fence is to be placed on the top of a
3391 retaining wall, the combined height shall be similar in scale
3392 to retaining walls and fences seen historically.

3393 (2) New retaining walls shall be consistent with historic retaining
3394 walls in terms of mass, scale, design, materials, and scale of
3395 materials. Simple board-formed concrete, stacked stone and
3396 other traditional materials are recommended over concrete
3397 block, asphalt, or other modern concrete treatments.
3398 Alternative materials may be considered but they shall
3399 convey the general scale, texture, and character of historic
3400 masonry walls.

3401 (3) Masonry shall be maintained in its natural finish. Applying
3402 paint, stain, or stucco over stone or concrete retaining walls
3403 is not appropriate.

3404 (4) Traditional height and setback of retaining walls along the
3405 street shall be maintained.

3406 (5) To abate retaining-wall failure, drainage behind retaining
3407 walls shall be maintained so water drains away from the
3408 walls.

3409 **e. Fences**

3410 (1) New fencing should reflect the style of the building to which
3411 fencing is associated when viewable from the primary public

3412 right-of-way. New wood and metal fencing should reflect
3413 traditional designs and patterns. Split or horizontal rail,
3414 railroad tie, or timber fencing may be located where not
3415 visible from the primary public right-of-way but should be
3416 avoided where visible from the primary public right-of-way.
3417 Vinyl or plastic-coated fencing is not appropriate in the
3418 Historic District.

3419 (2) New fencing should be designed to minimize its
3420 environmental impacts. New fencing should use sustainable
3421 material and should take into account site characteristics
3422 such as natural topography and drainage.

3423 (3) Drought-tolerant shrubs should be considered in place of a
3424 fence or wall.

3425 (4) Arbors emphasizing a fence, gate, or entry should be
3426 subordinate to the associated building(s) or structure(s) and
3427 should complement the design of the primary structure and
3428 fencing material, features, size, scale, and proportion.

3429 f. **Paths, Steps, Handrails, & Railings (Not Associated with**
3430 **Porches)**

3431 (1) New paths and walkways should have a modest,
3432 unobtrusive appearance in order to support the sense of a
3433 natural setting.

3434 (2) New hillside stairs and any associated railings or handrails
3435 shall be visually subordinate to the associated building(s) or
3436 structure(s) in size, scale, and proportion, and shall
3437 complement the Historic District in material, size, scale, and
3438 proportion, and massing. To break up the mass of longer-run
3439 stairs, changes in the materials of the stairs shall be
3440 considered.

3441 **g. Gazebos, Pergolas, and other Shade Structures**

3442 (1) The installation of gazebos, pergolas, and other shade
3443 structures shall be limited to rear or side yards and shall
3444 have limited visibility when viewed from the primary public
3445 right-of-way.

3446 (2) Gazebos, pergolas, and other shade structures shall be
3447 visually subordinate to the associated building(s) or
3448 structure(s) and shall complement the design of the primary
3449 structure in material, features, size, scale, and proportion.

3450 **h. Parking Areas & Driveways**

3451 (1) Off-street parking areas shall be located within the rear yard
3452 and beyond the rear wall plane of the primary structure when
3453 feasible. When locating a parking area in a rear yard is not
3454 physically possible, the off street parking area and
3455 associated vehicles should be visually buffered from
3456 adjacent properties and the primary public right-of-way.

3457 Providing a driveway along the side yard of a site shall be
3458 considered when feasible.

3459 (2) Parking areas and vehicular access shall be visually
3460 subordinate to character-defining Streetscape or character
3461 area elements.

3462 (3) The visual impact of on-site parking shall be minimized by
3463 incorporating landscape treatments for driveways, walkways,
3464 paths, and structures in comprehensive, complimentary and
3465 integrated design.

3466 (4) Landscape separations shall be provided between parking
3467 areas, drives, service areas, and public use areas, like
3468 walkways, plazas, and vehicular access points. When plant
3469 materials are used for screening, they shall be designed to
3470 function year-round.

3471 (5) When locating new off-street parking areas and driveways,
3472 the existing topography of a site and integral site features
3473 shall be minimally impacted.

3474 (6) When locating new off-street parking areas and driveways,
3475 the existing topography of a building site and significant site
3476 features shall be minimally impacted.

3477 (7) ~~Ten (10) foot wide driveways are encouraged; however, n}~~
3478 New driveways shall not exceed ~~twelve~~ ten (1~~2~~0) feet in
3479 width. Shared driveways shall be used when feasible. For an

3480 approved two-car garage, driveway access to the two-car
3481 garage may be provided in one of two ways:

3482 i. A maximum 12-foot-wide curb cut and 12-foot-wide
3483 driveway is allowed within the Front Setback. Beyond
3484 the Front Setback, the driveway may achieve a 22-
3485 foot maximum width to access the two-car garage.

3486 ii. One maximum 10-foot-wide curb cut and one
3487 maximum 10-foot-wide driveway is allowed to access
3488 each of the two garages. The two driveways:

3489 1. shall be separated with at least 18 inches of
3490 landscaping; and

3491 2. shall include a vertical element at least 18
3492 inches in height, 18 inches in width, and in a
3493 length to be approved by the Engineering
3494 Department, depending on Right-of-Way
3495 encroachments, turning radii, and Sight
3496 Distance Triangle.

3497 (7) Textured and poured paving materials other than smooth
3498 concrete shall be considered for driveways that are visible
3499 from the primary public right-of-way. Permeable paving may
3500 not be appropriate for all driveways and parking areas.

3501 (8) Consider avoiding paving up to the building foundation in
3502 order to reduce heat-island effect, building temperature,
3503 damage to the foundation, and storm-water runoff problems.

3504 (9) Snow storage from driveways shall be provided on site.

3505 2. Primary Structures

3506 a. Mass, Scale & Height

3507 (1) The size and mass of a new residential infill building in
3508 relation to open spaces, shall be visually compatible with
3509 adjacent historic buildings and historic structures in the
3510 surrounding Streetscape or character area.

3511 (2) Buildings that utilize traditional building forms – rectangular,
3512 cross-wing, pyramid-roof – are encouraged.

3513 (3) Historic height, width, and depth proportions that are
3514 important in creating compatible infill and maintaining the
3515 historic mass and scale of the Streetscape or character area.

3516 (4) Building features such as upper story windows, porches, and
3517 first floor bays shall be aligned with similar historic building
3518 features in the Streetscape or character area. Generally,
3519 these elements should align in relation to the topography
3520 allowing these elements to “step up” or “step down” the
3521 block.

3522 (5) The perceived scale of new buildings shall respect the scale
3523 established by historic buildings in the character zone.

3524 Abrupt change of scale in the character zone is
3525 inappropriate, especially when a new, larger building would
3526 directly abut smaller historic buildings.

3527 (6) A larger building shall be divided into 'modules' that reflect
3528 the mass, scale, proportions, and size of historic buildings
3529 within the Streetscape or character area. Modules shall be
3530 clearly expressed throughout the entire building and a single
3531 form shall remain the dominant element so the overall mass
3532 does not become too fragmented. To minimize the scale
3533 perceived from the primary public right-of-way, stepping
3534 down the mass of a larger building shall be considered.

3535 (7) Larger-scaled projects shall also include variations in roof
3536 height in order to break up the form, mass and scale of the
3537 overall structure.

3538 (8) Buildings constructed on lots greater than 25 feet wide shall
3539 be designed so that the facades visible from the primary
3540 public right-of-way reinforce the rhythm along the street in
3541 terms of traditional building width, depth, and patterns within
3542 the façade.

3543 (9) Regardless of lot frontage, the primary façade shall be
3544 compatible with the width of surrounding historic buildings.
3545 The greater width of a building shall be set back significantly
3546 from the plane of the primary façade. The width of a new

3547 building shall not appear to be visibly greater than historic
3548 buildings in the Streetscape or character area. Modules on a
3549 primary façade should generally not exceed eleven (11) feet
3550 to twenty-five (25) feet in width.

3551 (10) When the overall length of a new structure is greater
3552 than seen historically, the design shall employ methods—
3553 changes in wall plane, roof heights, use of modules, etc. to
3554 diminish the visual impact of the overall building mass, form
3555 and scale.

3556 (11) New buildings shall not be significantly taller or
3557 shorter than adjacent buildings with special consideration
3558 given to surrounding historic buildings.

3559 (12) Primary facades shall be limited to one to two stories
3560 in height. (Generally, historic residential facades are about
3561 15 to 20 feet in height from top of the foundation to the top of
3562 the gable.)

3563 (13) Variation in building height may be considered
3564 regarding topography. Hillsides for a backdrop for taller
3565 buildings, minimizing their perceived height, therefore it may
3566 be appropriate for taller building masses to be located on
3567 steeper slopes. The facades of taller buildings shall still
3568 express a human scale.

3569 (14) Beyond the primary façade, the average perceived
3570 scale of one-story to two-story buildings shall be maintained.
3571 As a means of minimizing the perceived mass of a project,
3572 breaking up the height of the building into a set of modules
3573 or components that relate to the height of the buildings along
3574 the street front shall be considered.

3575 (15) Secondary and tertiary elevations may be taller than
3576 the established norm when the change in scale cannot be
3577 perceived from designated vantage points including the
3578 cross-canyon view. This may be appropriate when taller
3579 portions will not be seen from a primary public right-of-way.

3580 (16) Taller portions of buildings shall be constructed so as
3581 to minimize obstruction of sunlight to adjacent yards and
3582 windows.

3583 **b. Foundation**

3584 (1) Foundation materials shall be simple in form and minimally
3585 visible above grade when viewed from the primary public
3586 right-of-way. Acceptable foundation materials may include
3587 stone and concrete, wood lattice and vertical boards.
3588 Distinction between foundation and wall material shall be
3589 clearly defined. Clapboard siding shall not extend to the
3590 ground.

(2) A site shall be returned to original grade following construction of a foundation. When original grade cannot be achieved, no more than eight inches (8") of the new foundation shall be visible above Final grade on the primary façade No more than two (2) feet of the new foundation shall be visible above final grade on secondary and tertiary facades.

(3) A site shall be re-graded so as to blend with the grade of adjacent sites and not create the need for incompatible retaining walls.

(4) A site shall be re-graded so all water drains away from the structure and does not enter the foundation.

(5) Window or egress wells, when needed, shall not be located on the primary façade. Window or egress wells shall be located beyond the midpoint of the secondary facades, on the tertiary elevation, or in a location that is not visible from the primary public right-of-way.

c. Doors

(1) The historic pattern of principal doorways along the street shall be maintained. All buildings that face the street shall have a well-defined primary entrance.

(2) New doors shall be similar in location, size, and material to those seen traditionally in the Historic District. Doors shall be

3614 compatible with the style of both the new building and
3615 historical buildings in the Historic District.

3616 (3) Doors shall be designed and finished with trim elements
3617 similar to those used historically.

3618 **d. Windows**

3619 (1) Ratios of solid-to-void that are compatible with surrounding
3620 historic buildings shall be used. Large expanses of glazing
3621 are inappropriate on residential structures. Large glass
3622 surfaces shall be divided into smaller windows that are in
3623 scale with those seen historically. To maximize views, non-
3624 historic window patterns may be considered on tertiary
3625 facades; however, the overall ratio of solid-to-glass shall still
3626 be respected.

3627 (2) Windows shall be historic size and shall relate to the human
3628 scale of the Historic District. Windows shall be proportional
3629 to the scale and style of the building and shall be compatible
3630 with the historical buildings in the Historic District.

3631 (3) The placement and grouping of windows shall be similar to
3632 those seen historically.

3633 (4) Windows with vertical emphasis are encouraged. The
3634 general rule is the height shall be twice the dimension of the
3635 width (commonly referred to as 2:1 ratio). Double-hung,
3636 vertically proportioned windows similar to those used

3637 historically are particularly encouraged. Windows with
3638 traditional depth and trim are preferred.

3639 (5) The number of different window sizes and styles on a
3640 building or structure shall be limited.

3641 (6) Wood or metal windows similar to those used historically are
3642 preferred but aluminum-clad wood windows are also
3643 appropriate. Vinyl and aluminum windows are inappropriate.

3644 (7) New glazing shall match the appearance of historic glazing
3645 and/or shall be clear. Metallic, frosted, tinted, stained,
3646 textured, and reflective finishes are generally inappropriate
3647 for glazing on the primary façade.

3648 (8) Window muntins shall be true divided lights or simulated
3649 divided lights on both sides of the glass. Snap-in muntins are
3650 inappropriate.

3651 **e. Roofs**

3652 (1) Roofs of new residential infill buildings shall be visually
3653 compatible with roof shapes and orientation of surrounding
3654 Historic Sites and adjacent buildings that contribute to the
3655 character of the Historic District. Sloping of roof forms, such
3656 as gable, hip, and shed, should be the dominant roof
3657 shapes. Roofs composed of a combination of roof planes,
3658 but simple in form, are also encouraged. Roofs shall be in
3659 scale with those on historic structures.

- 3660 (2) Roof pitch shall be consistent with the style of architecture
3661 chosen for the structure and with adjacent buildings that
3662 contribute to the character of the Historic District, with
3663 special consideration given to Historic Sites.
- 3664 (3) The alignment that is created by similar heights of primary
3665 roofs and porches among historic buildings shall be
3666 maintained. This similarity of heights in building features
3667 contributes to the visual continuity along the Streetscape or
3668 character area.
- 3669 (4) Roofs shall be designed to minimize snow shedding onto
3670 adjacent properties and/or pedestrian paths. Crickets,
3671 saddles, or other snow-guard devices shall be placed so
3672 they do not significantly alter the form of the roof as seen
3673 from the primary public right-of-way.
- 3674 (5) New roof features, such as photovoltaic panels (solar
3675 panels), skylights, ventilators, and mechanical or
3676 communication equipment shall be visually minimized from
3677 the primary public right-of-way so as not to compromise the
3678 architectural character of the structure. Roof-mounted
3679 features like photovoltaic panels (solar panels) and skylights
3680 should be installed parallel to the roof plane when feasible.
- 3681 (6) Roof materials should appear similar to those seen
3682 historically. Asphalt shingles may be considered. Metal

3683 sheeting or standing seam metal roofs with a baked-on paint
3684 finish and galvanized or rusted steel sheeting are generally
3685 appropriate. Roofs shall have matte finishes to minimize
3686 glare. Roof colors shall be neutral and muted and materials
3687 shall not be reflective.

3688 (7) Overhanging eaves, use of bargeboards, soffits, fascia
3689 boards, brackets, and boxed eave returns that are consistent
3690 with the style of the architecture of the new building and that
3691 are compatible with surrounding buildings shall be
3692 incorporated.

3693 **f. Dormers**

3694 (1) If used, dormers shall be modest in size and fit the scale of
3695 the house and the roof form. The number and size of
3696 dormers shall be limited on a roof, such that the primary roof
3697 form remains prominent. Dormers shall be used with
3698 restraint, in keeping with the simple character of buildings in
3699 Park City.

3700 (2) Dormers shall be visually minimized from primary public
3701 right-of-way. Gabled, hipped, or shed dormers are
3702 appropriate for most structures and shall be in keeping with
3703 the character and scale of the structure.

3704 (3) Dormers shall be setback from the main wall of the building.

3705 (4) A new dormer shall be lower than the primary ridge line of
3706 the associated roof form and set in from the eave of the
3707 building.

3708 **g. Gutters and Downspouts**

3709 (1) Downspouts shall be located away from architectural
3710 features and shall be visually minimized when viewed from
3711 the primary public right-of-way.

3712 **h. Chimneys and Stovepipes**

3713 (1) Chimneys shall not be covered with non-traditional materials.
3714 (2) Chimneys and stove pipes shall be of a size, scale, and
3715 design that are appropriate to the character and style similar
3716 to those found historically. Chimneys and stovepipes shall
3717 be visually minimized when viewed from primary public right-
3718 of-way.

3719 **i. Porches**

3720 (1) Porches shall be used to define front entrances. Porches
3721 typically cover the entrance, and usually extend partially or
3722 fully across the main façade. Over-scaled, monumental and
3723 under-scaled entries shall be avoided.

3724 (2) Porches on primary and secondary facades shall be
3725 compatible with a building's style and shall respect the scale
3726 and proportions found on historic buildings in the s.

(3) The height of porch decks shall be similar to those found on historic building(s) in the Historic District.

(4) Locate porches on new infill construction in a way that follows the predominant pattern of historic porches along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the Streetscape or character area to reinforce the visual rhythm of the buildings and site elements.

(5) The height of porch decks shall be similar to those found on historic building(s) within the Streetscape or character area.

(6) Porch columns and railings shall be simple in design and utilize square or rectangular shapes. If balusters are used, they should be no more than two inches square. Columns should be a minimum of ~~size-~~four inches and a maximum of eight inches square.

j. Architectural Features

(1) Simple ornamental trim and decoration is in character with historic architectural ornamentation and is encouraged. Traditional locations for architectural ornamentation are porches and eaves. Other details, like eave depth, mullions, corner boards, and brackets, that lend character to historic buildings shall be considered.

3. Mechanical and Utility Systems and Service Equipment

- 3750 a. Mechanical and/or utility equipment, including heating and air
3751 conditioning units, meters, and exposed pipes, shall be located on
3752 the back of the building or in another inconspicuous location. When
3753 located on a secondary façade, the mechanical and/or utility
3754 equipment shall be located beyond the midpoint of the structure if
3755 feasible and visual impact of the equipment shall be minimized by
3756 incorporating it as an element of the building or landscape design.
- 3757 b. Ground-level equipment shall be screened from view using
3758 landscape elements such as fences, low stone walls, or perennial
3759 plant materials.
- 3760 c. Low-profile rooftop mechanical units and elevator penthouses that
3761 are not visible from the primary public right-of-way shall be used.
3762 When this is not possible, rooftop equipment shall be set back or
3763 screen from all views. Placement of rooftop equipment shall be
3764 sensitive to views from upper floors or neighboring buildings.
- 3765 d. New communications equipment such as satellite dishes or
3766 antennae shall be visually minimized when viewed from the primary
3767 public right-of-way.
- 3768 e. Service equipment and trash containers shall be screened. Solid
3769 wood or masonry partitions or hedges shall be used to enclose
3770 trash areas.

3771 **4. Materials**

- 3772 a. Building materials shall be compatible in scale, proportion, texture,
3773 finish and color to materials used on Historic Structures in the
3774 Historic District. The dimensions of masonry units, wood siding, and
3775 other building materials shall be similar to those used historically.
- 3776 b. The primary siding material for new structures shall appear similar
3777 to those on historic structures in the Streetscape or character area.
3778 Historically, the most common material on primary structures was
3779 painted horizontal lap siding with a reveal between 6 to 8 inches.
3780 Secondary structures such as barns and sheds typically had siding
3781 of unpainted wood (horizontal lap or vertical board and batten) or
3782 corrugated metal panels.
- 3783 c. Building materials shall be applied in the manner similar to that
3784 used historically. Typically, a 'hierarchy' of building materials should
3785 be used, with heavier, more durable materials for foundations and
3786 more refined materials above foundations. Building materials,
3787 especially masonry, shall be used in the manner they were used
3788 historically.
- 3789 d. Synthetic building materials such as fiber cement or plastic-wood
3790 composite siding, shingles, and trim shall not be used unless the
3791 materials are made of a minimum of 50% recycled and/or reclaimed
3792 material and the applicant can demonstrate that use of the
3793 materials will not diminish the historic character of the Streetscape
3794 or character area by providing a sample of the material to the

3795 Planning Department for approval. Vinyl and aluminum siding are
3796 not appropriate in the Historic District.
3797 e. If synthetic materials are proposed, the synthetic material shall
3798 have a similar appearance and profile to historic siding and trim
3799 materials. Synthetic materials shall be applied as traditional
3800 materials were historically; it is not appropriate to introduce artificial
3801 patterns.

3802 **5. Paint and Color**

- 3803 a. Paint color is not regulated by the ~~[Design Guidelines]~~ Regulations.
- 3804 b. Original materials such as brick and stone that was historically left
3805 unpainted shall not be painted. Materials, such as wood, that are
3806 traditionally painted shall have an opaque rather than transparent
3807 finish.
- 3808 c. Original material such as brick and stone that was historically left
3809 unpainted shall not be painted. Materials, such as wood, that are
3810 traditionally painted shall have an opaque rather than transparent
3811 finish.
- 3812 d. Rustic, unfinished wood siding is generally not appropriate on
3813 [Historic] houses, but may be appropriate on accessory structures
3814 or additions to ~~[non]~~ historic buildings. A transparent or translucent
3815 weather-protective finish shall be applied to wood surfaces that
3816 were not historically painted.

- e. Low-VOC (volatile organic compound) paints and finishes should be used when possible.

6. **Garages**

a. **Garages: General Compatibility**

(1) If the lot size dictates that the garage must be located above, below, or adjacent to the primary living space, its visual impact should be minimized.

(2) Single car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged; if used, they shall be visually minimized when viewed from the primary public right-of-way.

(3) Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.

(4) Single vehicle garage doors not greater than 9 feet wide by 9 feet high shall be used to access the garage. Glazing on garage doors shall be limited to no more than 30% of garage door.

(5) Carports shall be avoided.

b. **Scenario 1: Detached Garages**

(1) Garages shall be constructed as detached or semi-detached structures and located beyond the side-yard midpoint of the building or within the rear yard when feasible.

3839 (2) Single car wide tandem garages are recommended. Side-by-
3840 side parking configurations are strongly discouraged; when
3841 used, they shall be visually minimized when viewed from the
3842 primary public right-of-way.

3843 (3) Garages featuring a side-by-side parking configuration shall
3844 maintain a 2 foot horizontal offset in the front wall plane.

3845 (4) Single vehicle garage doors not greater than 9 feet wide by 9
3846 feet high shall be used to access the garage. Glazing on
3847 garage doors shall be limited to no more than 30% of garage
3848 door.

3849 (5) Carports should be avoided.

3850 (6) Detached garages shall be subordinate to the pedestrian
3851 entrance of the house. Where excavation is required for
3852 access to the garage, the pedestrian entrance should still be
3853 clearly articulated.

3854 **c. Scenario 2: Basement Level Attached or Detached Garages**

3855 (1) When construction of a detached garage is not feasible, a
3856 basement level garage may be considered, particularly on
3857 uphill lots.

3858 (2) A basement garage shall not extend beyond the exterior wall
3859 planes of a structure's primary or secondary facades.

3860 (3) In limited situations, site setbacks and topography may allow
3861 for a projecting garage without adversely affecting the

3862 historic character of the Streetscape or character area. In
3863 these cases, a stepped design with associated site grading
3864 and a landscaping plan may be considered.

3865 (4) The vertical façade of a basement garage that is visible from
3866 the primary public right-of-way shall be visually minimized. It
3867 is preferred that the garage opening be set back from the
3868 wall plane of the primary structure in order to diminish the
3869 presence of the garage.

3870 ~~(5) [Window or egress wells, when needed, shall not be located~~
3871 ~~on the primary façade. Window or egress wells shall be~~
3872 ~~located beyond the midpoint of the secondary facades, on~~
3873 ~~the tertiary elevation, or in a location that is not visible from~~
3874 ~~the primary public right-of-way].~~

3875 (6) After construction of a basement garage, a site shall be re-
3876 graded to approximate the grading prior to the new
3877 construction.

3878 (7) A single-vehicle garage door not greater than 9 feet wide by
3879 9 feet high shall be used to access a basement garage
3880 addition.

3881 (8) Single-width car wide tandem garages are recommended.
3882 Side-by-side parking configurations are strongly
3883 discouraged; if used, they shall be visually minimized when
3884 viewed from the primary public right-of-way.

(9) Garages featuring a side-by-side parking configuration, at a minimum, shall maintain a two (2) foot horizontal offset in the wall plane between the two garage doors.

d. Scenario 3: Attached Garages

(1) When construction of a detached garage is not feasible, an attached garage may be considered.

(2) A single-vehicle garage door not greater than 9 feet wide by 9 feet high shall be used to access a garage addition.

(3) Single car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged; if used, they shall be visually minimized when viewed from the primary public right-of-way.

(4) Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.

(5) Garages shall be subordinate to the pedestrian entrance of the house. Where excavation is required for access to the garage, the pedestrian entrance should still be clearly articulated. When excavation is not required, the pedestrian entrance shall be proud of the garage wall plane.

7. Decks

a. Decks shall be constructed in inconspicuous areas where visually minimized from the primary public right-of-way, usually on the tertiary façade. When built on a secondary façade of a new

- 3908 structure, a deck should be screened from the primary public right-
3909 of-way with fencing and/or appropriate native landscaping.
- 3910 b. The visual impact of a deck should be minimized by limiting its size
3911 and scale. Introducing a deck that visually detracts from a new
3912 structure, or substantially alters a site's proportion of built area to
3913 open space is not appropriate.
- 3914 c. Decks and related steps and railings shall be constructed of
3915 materials and in styles that are compatible with the structure to
3916 which they are attached as well as with the character of the Historic
3917 District as a whole.
- 3918 d. Decking materials such as fiber cement or plastic-wood composite
3919 floor boards shall not be used unless they are made of a minimum
3920 of 50% recycled and/or reclaimed materials.
- 3921 e. Significant site features, such as mature trees, shall be protected
3922 from damage during the construction of a deck by minimizing
3923 ground disturbance and by limiting use of heavy construction
3924 equipment.

3925 **8. Balcony and Roof Decks**

- 3926 a. New balconies and roof decks shall be visually subordinate to the
3927 new building and shall be minimally visible from the primary public
3928 right-of-way.
- 3929 b. A new balcony shall be simple in design and compatible with the
3930 character of the Historic District. Simple wood and metal designs

3931 are appropriate for residential structures. Heavy timber and plastics
3932 are inappropriate materials.
3933 c. A roof deck shall be visually minimized when viewed from the
3934 primary public right-of-way.

3935 **9. New Accessory Structures**

- 3936 a. New accessory structures on flat or downhill sites shall generally be
3937 located in the rear yard, unless located in a character zone with
3938 similar development patterns.
- 3939 b. New accessory structures may be located at the street front when a
3940 pattern of front yard historic accessory structures has been
3941 established along the street, and when the proposed placement of
3942 the accessory structure does not create a danger or hazard to
3943 traffic by obstructing the view on the street.
- 3944 c. Accessory structures (such as sheds and detached garages) shall
3945 be subordinate in scale to the primary structure.

3946 **10. Additions to Existing Non-Historic Structures**

- 3947 a. An addition shall complement the visual and physical qualities of
3948 the existing structure.
- 3949 b. An addition shall be visually subordinate to the existing structure
3950 and shall be compatible with the scale of the historic buildings and
3951 structures in the Streetscape or character area. When the
3952 combined effects of the addition's footprint, height, mass, and scale
3953 are such that the overall size of the addition is larger than the

3954 existing structure, the volume of the addition shall be broken into
3955 modules that reflect the scale of those components seen on the
3956 existing structure. Multiple modules are encouraged to add
3957 articulation and architectural interest.

3958 c. Components and materials used on additions shall be similar in
3959 scale and size to those found on the existing structure.

3960 d. Windows, doors, and other features on a new addition shall be
3961 designed to be compatible with the existing structure and
3962 surrounding historic sites. Windows, doors, and other openings
3963 shall be of sizes and proportions similar to those found on the
3964 building as well as those found on historic structures in the Historic
3965 District. When using new window patterns and designs, those
3966 elements shall respect the typical historic character and proportions
3967 of windows on adjacent historic structures. Also, the solid-to-void
3968 relationships and detailing of an addition shall be compatible with
3969 the existing structure and with buildings within the Streetscape or
3970 character area.

3971 **11. Reconstruction of Non-Surviving Structures**

3972 a. Reconstruction of a documented but non-surviving historic structure
3973 that once existed in Park City is allowed when no existing building
3974 in Park City with the same historical significance has survived.

3975 b. Reconstruction may be allowed when documentary and physical
3976 evidence is available to facilitate an accurate reconstruction.

- 3977 c. Reconstruction shall not be based on conjectural designs or on a
3978 combination of different features from other historic buildings.
- 3979 d. Reconstruction shall include recreating the documented design of
3980 exterior features such as the roof shape, architectural detailing,
3981 windows, entrances and porches, steps and doors, and their
3982 historic spatial relationships.
- 3983 e. A reconstructed building shall accurately duplicate the appearance
3984 of the non-surviving historic property in materials, design, color, and
3985 texture.
- 3986 f. A reconstructed building shall duplicate the building, but also the
3987 setting, placement, and orientation of the non-surviving structure.
- 3988 g. A reconstruction shall re-establish the historic relationship between
3989 the building(s) and historic site features.
- 3990 h. A building may not be reconstructed on a location other than its
3991 original site.
- 3992 i. A building may not be reconstructed on a location other than its
3993 original site.

3994 HISTORY

3995 *Adopted by Ord. 2019-06 on 5/16/2019*

3996 **15-13-9 [Design Guidelines] Regulations For Historic Commercial Infill**
3997 **Construction**

3998 A. Universal ~~[Design Guidelines]~~ Regulations

- 3999
- 4000 1. New infill commercial buildings shall reflect the historic character—simple
- 4001 building forms, unadorned materials, restrained ornamentation—of Park
- 4002 City’s Historic Sites.
- 4003 2. New infill commercial buildings shall not directly imitate existing historic
- 4004 structures in Park City. Roof pitch, shape and configuration, as well as
- 4005 scale of building elements found on Historic Sites may be duplicated, but
- 4006 building elements such as moldings, cornice details, brackets, and porch
- 4007 supports shall not be directly imitated. Reconstructions of non-surviving
- 4008 historic buildings are allowed.
- 4009 3. A style of architecture shall be selected and all elevations of the infill
- 4010 commercial building shall be designed in a manner consistent with a
- 4011 contemporary interpretation of the selected style. Stylistic elements shall
- 4012 not simply be applied to the exterior. Styles that radically conflict with the
- 4013 character of Park City’s Historic Sites shall be avoided. Styles that never
- 4014 appeared in Park City shall be avoided.
- 4015 4. New infill commercial buildings shall differentiate from historic structures
- 4016 but shall be compatible with historic structures in materials, features, size,
- 4017 scale, and proportion, and massing to protect the integrity of the Main
- 4018 Street Historic District as a whole. The massing of new infill commercial
- 4019 buildings shall be further broken up into volumes that reflect the original

4020 massing of historic buildings; larger masses shall be located at the rear of
4021 the site.

4022 5. Building and site design shall respect the existing topography and
4023 character-defining site features (including existing trees and vegetation)
4024 and shall minimize cut, fill, and the use of retaining walls.

4025 6. Exterior elements—roofs, entrances, eaves, chimneys, porches, windows,
4026 doors, steps, retaining walls, garages, etc.—shall be of human scale and
4027 shall be compatible with neighboring Historic Sites.

4028 7. Scale and height of new infill commercial structures ~~{should}~~ shall follow
4029 the predominant pattern and respect the architecture of the Streetscape or
4030 character area with special consideration given to Historic Sites.

4031 8. Size and mass of a structure shall be compatible with the size of the site
4032 so that site coverage, and building bulk and mass are compatible with
4033 Historic Sites within the Streetscape or character area.

4034 9. New construction activity shall not physically damage nearby Historic
4035 Sites.

4036 10. New infill commercial buildings shall reinforce visual unity within the
4037 context of the Historic District but also within the context of the
4038 Streetscape or character area. The specific context of the Streetscape or
4039 character area is an important feature of the Historic District. The context
4040 of each Streetscape or character area shall be considered in its entirety,
4041 as one would see it when standing on the street viewing both sides of the
4042 street for the entire length of the Streetscape or character area. Special

consideration should be given to adjacent and neighboring Historic Sites in order to reinforce existing rhythms and patterns.

11. New materials should reflect the character of the Historic District.

Sustainable technology is constantly changing resulting in new alternative materials. New alternative materials may be reviewed by the Design Review Team for compliance being judged on the following characteristics: • Longevity (50 year lifespan) • Energy performance • Durable in this climate • Environmental benefit (high recycled content, locally sourced) • Compatibility with the character of the Historic District

B. Specific ~~[Design Guidelines]~~ Regulations

1. Site Design

a. Setback and Orientation

(1) Site coverage of new infill commercial buildings shall be compatible with the adjacent and neighboring Historic Sites.

(2) Locate Structures shall be located on a site in a way that follows the predominant pattern of historic buildings along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the street.

(3) The historic town grid shall be preserved by retaining the formal street pattern, maintaining historic lot sizes rather than aggregating historic-sized lots into larger lots, and preserving the regular rhythm and pattern of lot sizes in a way that reinforces the perception of the grid.

(4) A new building shall be oriented parallel to the site's lot lines similar to that of historic building orientations. New buildings, in general, shall be constructed in line with adjacent historic structures and shall avoid large setbacks that disrupt the continuity of the historic street wall.

(5) Side yard setbacks similar to those seen historically in the Streetscape or character area shall be established in order to reinforce the pattern of built and open space. The historic rhythm of the building spacing of the adjacent and neighboring historic buildings as well as the immediate block shall be especially considered.

(6) New commercial infill buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings in the Historic District. Entrances on the secondary or tertiary facades of a building shall be clearly subordinate to the entrance on the primary façade.

b. Topography and Grading

(1) The natural topography and original grading of a site shall be maintained when feasible.

(2) Building and site design shall respond to natural features. New buildings ~~should~~ shall step down or up to follow the existing contours of steep slopes.

4088 (3) A new site's natural slope shall be respected in a new
4089 building design in order to minimize cuts into hillsides,
4090 minimize fill, and minimize retaining walls.

4091 c. Landscaping and Vegetation

4092 Historically, commercial buildings were built to setbacks and did not
4093 include open space areas for landscaping. Please see
4094 (Regulations) [~~Design Guidelines~~] for Infill Residential Buildings for
4095 specific (requirements) [~~guidelines~~] regarding Retaining Walls;
4096 Fences; Paths, Steps, Handrails & Railings (Not associated with
4097 Porches); and Gazebos, Pergolas, and other Shade Structures.

4098
4099 While many new commercial infill projects may not require
4100 landscaping, if built to setbacks, those that have space for
4101 landscaping shall comply with the following [~~Design Guidelines~~]:

4102 (1) Existing landscape features that contribute to the character
4103 of the Historic District and existing landscape features that
4104 provide environmental sustainability benefits shall be
4105 respected and maintained.

4106 (2) Established on-site native plantings shall be maintained.
4107 During construction, established vegetation shall be
4108 protected to avoid damage. Damaged, aged, or diseased
4109 trees shall be replaced as necessary. Vegetation that may
4110 encroach upon or damage a new building may be removed,

4111 but shall be replaced with similar vegetation near the original
4112 location.

4113 (3) A detailed landscape plan, particularly for areas viewable
4114 from the primary public right-of-way, that respects the
4115 manner and materials traditionally used in the Historic
4116 District shall be provided. When planning for the long-term
4117 sustainability of a landscape system, all landscape
4118 relationships on the site, including those between plantings
4119 and between the site and its structure(s) shall be considered.

4120 (4) Landscape plans shall balance water efficient irrigation
4121 methods and drought tolerant and native plant material with
4122 existing plant material and site features that contribute to the
4123 character of the Historic District.

4124 (5) Storm water management features such as gutters and
4125 downspouts as well as site topography and vegetation that
4126 can improve the environmental sustainability of a site shall
4127 be used to advantage.

4128 (6) The use of Water Wise Landscaping or permaculture
4129 strategies for landscape design shall be considered in order
4130 to maximize water efficiency. Where watering systems are
4131 necessary, systems that minimize water loss such as drip
4132 irrigation shall be used. These systems shall be designed to

4133 minimize their appearance from areas viewable from the
4134 primary public right-of-way.

4135 **d. Sidewalks, Plazas, and Other Street Improvements**

4136 (1) All Streetscape or character area elements should work
4137 together to create a coherent visual identity and public
4138 space. The visual cohesiveness and historic character of a
4139 site shall be maintained through the use of complementary
4140 materials.

4141 (2) Street furniture, trash receptacles, bike racks, planters and
4142 other elements shall be simple in design and compatible with
4143 the appearance and scale of adjacent buildings and public
4144 spaces.

4145 (3) New plazas that are being considered shall be well planned
4146 for intended uses, such as concerts or other events, and
4147 shall be well designed for maintenance and durability.

4148 (4) Existing, alleys, staircases, and pedestrian tunnels shall be
4149 maintained where feasible.

4150 **e. Parking Areas and Driveways**

4151 (1) Off-street parking areas shall be located within the rear yard
4152 and beyond the rear wall plane of the primary structure.

4153 Providing a driveway along the side yard of a site shall be
4154 considered when feasible. When locating a parking area in
4155 the rear yard is not physically possible, the off street parking

4156 area and associated vehicles shall be visually buffered from
4157 adjacent properties and the primary public right-of-way.

4158 (2) Parking areas and vehicular access shall be visually
4159 subordinate to the character-defining Streetscape or
4160 character area elements.

4161 (3) The visual impact of on-site parking shall be minimized by
4162 incorporating landscape treatments for driveways, walkways,
4163 paths, and structures in a comprehensive, complementary
4164 and integrated design.

4165 (4) Landscaped separations shall be provided between parking
4166 areas, drives, service areas, and public use areas like
4167 walkways, plazas, and vehicular access points. When plant
4168 materials are used for screening, they shall be designed to
4169 function year-round.

4170 (5) When locating new off-street parking areas and driveways,
4171 the existing topography of a building site and significant site
4172 features shall be minimally impacted.

4173 (6) ~~[Ten-foot (10') wide driveways are encouraged; however, n]~~
4174 New driveways shall not exceed [ten 12(10)] feet in width.
4175 Shared driveways shall be used when feasible. For an
4176 approved two-car garage, driveway access to the two-car
4177 garage may be provided in one of two ways:

- 4178 i. A maximum 12-foot-wide curb cut and 12-foot-wide
4179 driveway is allowed within the Front Setback. Beyond
4180 the Front Setback, the driveway may achieve a 22-
4181 foot maximum width to access the two-car garage.
- 4182 ii. One maximum 10-foot-wide curb cut and one
4183 maximum 10-foot-wide driveway is allowed to access
4184 each of the two garages. The two driveways:
- 4185 1. shall be separated with at least 18 inches of
4186 landscaping; and
- 4187 2. shall include a vertical element at least 18
4188 inches in height, 18 inches in width, and in a
4189 length to be approved by the Engineering
4190 Department, depending on Right-of-Way
4191 encroachments, turning radii, and Sight
4192 Distance Triangle.

4193 (7) Textured and poured paving materials other than smooth
4194 concrete shall be considered for driveways that are visible
4195 from the primary public right-of-way. To manage storm
4196 water permeable paving shall be used when appropriate;
4197 permeable paving may not be appropriate for all driveways
4198 and parking areas.

4199 (8) Consider avoiding paving up to a building foundation in
4200 order to reduce heat-island effect, building temperature

4201 increase, damage to the foundation, and storm-water
4202 runoff problems.

4203 (9) On-site storage for snow from driveways shall be provided.

4204 **2. Primary Structures**

4205 **e. Mass, Scale, and Height**

4206 (7) Historic height, width, and depth proportions are important
4207 in creating compatible infill and new design shall reflect the
4208 historic mass and scale of commercial buildings in the
4209 Historic District.

4210 (8) The size and mass of a new infill commercial building, in
4211 relation to open spaces, shall be visually compatible with
4212 adjacent historic buildings and historic structures in the
4213 surrounding Historic District.

4214 (9) Buildings that utilize traditional commercial building
4215 forms—false-front, one-part or two-part block, or central
4216 block with wings—are encouraged.

4217 (10) Building features such as storefronts, upper story
4218 windows, cornices, and balconies shall be aligned with
4219 similar historic building features in the Historic District.
4220 Generally, these elements should align in relation to the
4221 topography to allow these elements to —step up or —step
4222 down the Streetscape or character area. The step effect is
4223 reinforced by a standard first floor height—which shall be

4224 maintained—made evident with the use of cornices,
4225 moldings and other façade treatments.

4226 (11) Buildings constructed on sites greater than 25 feet
4227 wide shall be designed so the facades visible from the
4228 primary public right-of-way reinforce the rhythm along the
4229 street in terms of historic building width, depth, and
4230 patterns within the façade.

4231 (12) Regardless of lot frontage, the primary façade shall
4232 be compatible with the width of adjacent and neighboring
4233 historic buildings. The width of a new building shall not
4234 appear to be noticeably greater than historic buildings in
4235 the Streetscape or character area. Modules on a primary
4236 façade shall generally not exceed 25 to 50 feet in width,
4237 reflective of historic commercial buildings in the Historic
4238 District.

4239 (13) A larger building shall be divided into modules that
4240 reflect the mass, scale, proportions, and size of historic
4241 buildings within the Streetscape or character area.
4242 Modules shall be clearly expressed throughout the entire
4243 building and a single form shall remain the dominant
4244 element so the overall mass does not become too
4245 fragmented. To minimize the scale perceived from the

4246 primary public right-of-way, stepping down the mass of a
4247 larger building shall be considered.

4248 (14) Larger-scaled projects shall also include variations in
4249 roof height in order to break up the form, mass and scale of
4250 the overall structure.

4251 (15) When the overall length of a new structure along the
4252 streetfront is greater than that seen historically, the design
4253 shall employ methods—changes in wall plane, roof
4254 heights, use of modules, etc.--to diminish the visual impact
4255 of the overall building mass, form and scale.

4256 (16) New buildings shall not be significantly taller or
4257 shorter than adjacent historic buildings. The Primary
4258 façade of the new building shall be limited to one to two
4259 stories in height. Special consideration shall be given to the
4260 wall heights of adjacent historic structures.

4261 (17) Primary facades shall be limited to one to two stories
4262 in height. Special consideration shall be given to the wall
4263 heights of neighboring and adjacent historic structures to
4264 reinforce the pattern of wall heights of the Historic District.

4265 (18) Variation in building height may be considered
4266 regarding topography. The facades of taller buildings shall
4267 still express a human scale.

4268 (19) New construction on corner lots shall reinforce the
4269 street wall, but where appropriate, may be designed to
4270 define public plazas and public gathering places.

4271 **f. Foundation**

4272 (7) Foundation materials shall be simple in form and minimally
4273 visible above grade when viewed from the primary public
4274 right-of-way. Acceptable foundation materials may include
4275 stone and concrete, wood lattice and vertical boards. A
4276 clear distinction between foundation and wall material shall
4277 be made. Clapboard siding shall not extend to the ground.

4278 (8) A site shall be returned to exiting grade following
4279 construction of a foundation. When existing grade cannot
4280 be achieved, no more than eight inches (8") of the new
4281 foundation shall be visible above final grade on the primary
4282 façade. No more than two (2) feet of the new foundation
4283 shall be visible above final grade on secondary and tertiary
4284 facades.

4285 **g. Storefronts**

4286 (7) Street-facing primary façades of new commercial infill shall
4287 be distinguished by well-defined storefront elements,
4288 including storefront entryway, ample-sized windows, and
4289 appropriate decorative elements. Storefronts on new infill

4290 shall have rhythm and pattern similar to that of the historic
4291 Streetscape or character area.

4292 (8) Historic storefronts were built using standard dimensions
4293 for kick plates or bulkheads and display windows so the
4294 first story of historic commercial buildings have similar
4295 heights. When storefronts are situated on steep-sloped
4296 Main Street, the result is a stair-step effect.

4297 (9) This stair-step effect is an important visual pattern of the
4298 Historic District and shall be repeated on new commercial
4299 infill construction.

4300 (10) Recessed entries on new commercial facades
4301 fronting on Main Street and in adjoining commercial areas
4302 are encouraged.

4303 (11) Windows on new storefronts shall be used extensively
4304 and in keeping with the architectural style of the historic
4305 structure. Design and scale shall be maintained in the
4306 tradition of historic storefronts with extensive street-level
4307 window area.

4308 (12) Generally, two-thirds (2/3) or more of storefront areas
4309 may be glass. The solid-to-void ratio of a new storefront
4310 shall be similar to that of the historic structure.

4311 h. **Awnings**

- 4312 (7) Awnings may be appropriate for use on the street level
4313 façade. If used, they should be placed in locations
4314 historically used for awnings. Storefronts and upper façade
4315 windows are both appropriate locations for new awnings.
- 4316 (8) Shed-type awnings are the most appropriate for use on
4317 both street-level facades and upper facades. Alternative
4318 awning forms may be considered if their use complements
4319 the design of the building.
- 4320 (9) Awnings may contain graphics or signs, but shall not be
4321 backlit. Spotlighting awnings from above shall be avoided.
- 4322 (10) Awnings shall not shed an excessive amount of rain
4323 or snow onto a sidewalk or other pedestrian paths.

4324 i. **Doors**

- 4325 (7) The historic pattern of principal doorways along the street
4326 shall be maintained. All buildings that face the street shall
4327 have a well-defined primary entrance.
- 4328 (8) New doors shall be similar in location, size, and material to
4329 those seen traditionally in the Historic District. Doors shall
4330 be compatible with the style of both the new building and
4331 historic buildings in the Main Street Historic District.
- 4332 (9) Doors shall be designed and finished with trim elements
4333 similar to those used historically. Paneled doors, used
4334 singly or in pairs, were typical and many had vertical panes

4335 of glass as well as transom lights over the doors.
4336 Scalloped, Dutch, and Colonial doors are not appropriate
4337 on most primary and secondary facades.

4338 **j. Windows**

4339 (7) Ratios of solid-to-void that are compatible with adjacent
4340 and neighboring historic buildings shall be used. Window
4341 openings shall be similar in location, size, and scale to
4342 those found on historic commercial buildings. Except for
4343 storefronts, large expanses of glazing are inappropriate.

4344 (8) Windows shall be proportional to the scale and style of the
4345 building and shall be compatible with the historic
4346 commercial buildings in the Historic Districts. Window
4347 types and glazing patterns shall also be compatible with
4348 those seen on historic commercial structures.

4349 (9) Upper story windows with vertical emphasis are
4350 encouraged. The general rule is the window height shall be
4351 twice the dimension of the width (commonly referred to as
4352 2:1 ratio). Double-hung, vertically proportioned windows
4353 similar to those used historically are particularly
4354 encouraged. Windows with traditional depth and trim are
4355 preferred.

4356 (10) The number of different window sizes and styles on a
4357 building shall be limited.

- 4358 (11) Wood or metal windows similar to those used
4359 historically are preferred, but aluminum-clad wood windows
4360 are also appropriate. Vinyl and aluminum windows are
4361 inappropriate.
- 4362 (12) New glazing shall match the appearance of historic
4363 glazing and/or shall be clear. Metallic, frosted, tinted,
4364 stained, textured and reflective finishes are generally
4365 inappropriate for glazing on the primary façade.
- 4366 (13) Window muntins shall be true divided lights or
4367 simulated divided lights on both sides of the glass. Snap-in
4368 muntins are inappropriate.

4369 **k. Roofs**

- 4370 (7) Roofs of new commercial infill buildings shall be visually
4371 compatible with roof shapes and orientation of neighboring
4372 and adjacent historic commercial buildings that contribute
4373 to the character of the Historic Districts. Simple roof
4374 forms—flat, gable, shed—are appropriate. Roofs
4375 composed of a combination of roof planes, but simple in
4376 form, are also encouraged.
- 4377 (8) Roof pitch shall be consistent with the style of architecture
4378 chosen for the structure and with the ~~the~~ adjacent and
4379 neighboring commercial buildings that contribute to the

4380 character of the Historic Districts, with special
4381 consideration given to Historic Sites.

4382 (9) The alignment that is created by similar heights of primary
4383 roofs among historic buildings shall be maintained. The
4384 similarity of heights in building features contributes to the
4385 visual continuity along the Streetscape or character area.

4386 (10) Overhanging eaves, use of bargeboards, soffits,
4387 fascia boards, and brackets that are consistent with the
4388 style of architecture of the new building and that are
4389 compatible with adjacent and neighboring commercial
4390 buildings shall be incorporated.

4391 (11) Roofs shall be designed to minimize snow shedding
4392 onto adjacent sites and/or pedestrian paths. Crickets,
4393 saddles, or other snow-guard devices shall be placed so
4394 they do not significantly alter the form of the roof as seen
4395 from the primary public right-of-way.

4396 (12) New roof features, such as photovoltaic panels (solar
4397 panels), skylights, ventilators, and mechanical or
4398 communication equipment shall be visually minimized from
4399 the primary public right-of-way so as not to compromise the
4400 architectural character of the structure. Roof-mounted
4401 features like photovoltaic panels (solar panels) and

4402 skylights should be installed parallel to the roof plane when
4403 feasible.

4404 (13) Roof materials shall appear similar to those seen
4405 historically. Asphalt shingles may be considered. Metal
4406 sheeting or standing seam metal roofs with a baked-on
4407 paint finish and galvanized or rusted steel sheeting are
4408 generally appropriate. Roof membranes shall generally not
4409 be white. Roofs shall have matte finishes to minimize glare.
4410 Roof colors shall be neutral and muted and materials shall
4411 not be reflective.

4412 **I. Dormers**

4413 (7) If used, dormers shall be modest in size and fit the scale of
4414 the commercial building and the roof form. The number
4415 and size of dormers shall be limited on a roof, such that the
4416 primary roof form remains prominent. Dormers shall be
4417 used with restraint, in keeping with the simple character of
4418 buildings in Park City.

4419 (8) Dormers shall be visually minimized from primary public
4420 right-of-way. Gabled, hipped, or shed dormers are
4421 appropriate for most structures and shall be in keeping with
4422 the character and scale of the structure.

4423 (9) Dormers shall be setback from the main wall of the
4424 building.

4425 (10) A new dormer shall be lower than the primary ridge
4426 line of the associated roof form and set in from the eave of
4427 the building.

4428 **m. Balconies and Roof Decks**

4429 (7) New balconies and roof decks shall be visually subordinate
4430 to the new building and shall be minimally visible from the
4431 primary public right-of-way.

4432 (8) A new balcony shall be simple in design and compatible
4433 with the character of the Historic Districts. Simple wood
4434 and metal designs are appropriate for commercial
4435 structures. Heavy timber and plastics are inappropriate
4436 materials.

4437 (9) A roof deck shall be visually minimized when viewed from
4438 the primary public right-of-way. Consider minimalizing its
4439 visual appearance by hiding rooftop decks behind parapets
4440 and/or setting rooftop decks back from the primary façade.

4441 **n. Decks, Fire Escapes, and Exterior Staircases**

4442 (7) Decks, fire escapes, and exterior staircases shall be
4443 constructed in inconspicuous areas where visually
4444 minimized from the primary public right-of-way, usually on
4445 the tertiary facade.

4446 (8) The visual impact of a deck, fire escape, or exterior
4447 staircase shall be minimized by limiting its size and scale.

4448 Introducing a deck, fire escape, or exterior staircase that
4449 visually detracts from the architectural character of the
4450 building, or substantially alters a site's proportion of built
4451 area to open space is not appropriate.

4452 (9) Decks, fire escapes, and related exterior steps and railings
4453 shall be constructed of materials and in styles that are
4454 compatible with the existing building.

4455 (10) Decking materials such as fiber cement or plastic-
4456 wood composite floor boards shall not be used unless they
4457 are made of a minimum of 50% recycled and/or reclaimed
4458 material.

4459 **o. Gutters and Downspouts**

4460 (7) Downspouts shall be located away from architectural
4461 features and shall be visually minimized when viewed from
4462 the primary public right-of-way.

4463 **p. Architectural Features**

4464 (7) Simple ornamental trim and decoration is in character with
4465 historic architectural ornamentation and is encouraged.
4466 Traditional locations for architectural ornamentation are
4467 porches and eaves. Other details like eave depth, mullions,
4468 corner boards, and brackets that lend character to historic
4469 commercial buildings shall be considered.

4470 **3. Mechanical Systems, Utility Systems, and Service Equipment**

- e. Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building, roof, or another inconspicuous location. If equipment is located on a secondary façade it should be placed behind the midpoint or in a location that is not visible from the primary public right-of-way.
- f. Ground-level equipment shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- g. Low-profile rooftop mechanical units and elevator penthouses that are not visible from the primary public right-of-way shall be used. When this is not possible, rooftop equipment shall be set back or screened from all views. Placement of rooftop equipment shall be sensitive to views from upper floors of neighboring buildings.
- h. New communications equipment such as satellite dishes or antennae shall be visually minimized when viewed from the primary public right-of-way.
- i. Service equipment and trash containers shall be screened. Solid wood or masonry partitions or hedges shall be used to enclose trash areas.
- j. Loading docks shall be located and designed in order to minimize their visual impact.

4. Materials

- 4494 e. Building materials shall be compatible in scale, proportion, texture,
4495 finish and color to materials used on Historic Structures in the Main
4496 Street Historic District. The dimensions of masonry units, wood
4497 siding, and other building materials shall be similar to those used
4498 historically.
- 4499 f. The primary siding material for new buildings shall appear similar to
4500 those on historic commercial structures in the Historic Districts.
4501 Historically, the most common material on primary structures was
4502 painted horizontal lap siding with a reveal between 6 to 8 inches.
4503 Secondary structures such as barns and sheds typically had siding
4504 of unpainted wood (horizontal lap or vertical board and batten) or
4505 corrugated metal panels.
- 4506 g. Building materials shall be applied in the manner to that used
4507 historically. Typically, a hierarchy of building materials should be
4508 used, with heavier, more durable materials for foundations and
4509 more refined materials above foundations. Building materials,
4510 especially masonry, shall be used in the manner they were used
4511 historically.
- 4512 h. Synthetic materials such as fiber cement or plastic-wood composite
4513 siding, shingles, and trim shall not be used unless the materials are
4514 made of a minimum of 50% recycled and/or reclaimed materials
4515 and the applicant can demonstrate that use of the materials will not
4516 diminish the historic character of the Streetscape or character area

4517 by providing a sample of the material to the Planning Department
4518 for approval. Vinyl and aluminum siding are not appropriate in the
4519 Historic District.

4520 i. If synthetic materials are proposed, the synthetic material shall
4521 have a similar appearance and profile to historic siding and trim
4522 materials. Synthetic materials shall be applied as traditional
4523 materials were historically; introducing artificial patterns is not
4524 appropriate.

4525 **5. Paint and Color**

4526 e. Paint color is not regulated by the ~~[Design Guidelines]~~ Regulations.

4527 f. Original material such as brick and stone that was historically left
4528 unpainted shall not be painted.

4529 g. Rustic unfinished wood siding is generally not appropriate on
4530 commercial buildings, but may be appropriate on accessory
4531 structures or additions to non-historic buildings. A transparent or
4532 translucent weather-protective finish shall be applied to wood
4533 surfaces that were not historically painted.

4534 h. Low-VOC (volatile organic compound) paints and finishes should
4535 be used when possible.

4536 **6. Additions to Existing Non-Historic Structures**

4537 e. An addition shall complement the visual and physical qualities of
4538 the existing structure.

- 4539 f. An addition shall be visually subordinate to the existing building and
4540 shall be compatible with the scale of the historic buildings in the
4541 Streetscape or character area. When the combined effects of the
4542 addition's footprint, height, mass, and scale are such that the
4543 overall size of the addition is larger than the existing structure, the
4544 volume of the addition shall be broken into modules that reflect the
4545 scale of those components seen on the existing structure. Multiple
4546 modules are encouraged to add articulation and architectural
4547 interest.
- 4548 g. Components and materials used on additions shall be similar in
4549 scale and size to those found on the existing structure.
- 4550 h. Windows, doors, and other features on a new addition shall be
4551 designed to be compatible with the existing building as well as
4552 adjacent and neighboring historic sites. Windows, doors, and other
4553 openings shall be of sizes and proportions similar to those found on
4554 the building as well as those found on historic structures in the
4555 Historic District. When using new window patterns and designs,
4556 those elements shall respect the typical historic character and
4557 proportions of windows on adjacent and neighboring historic
4558 structures. Also, the solid-to-void relationships and detailing of an
4559 addition shall be compatible with the existing structure and with
4560 historic buildings in the Historic District.

4561 **7. Reconstruction of Non-Surviving Structures**

- e. Reconstruction of a documented but non-surviving historic structure that existed in Park City is allowed when no existing building in Park City with the same historical significance has survived.
- f. Reconstruction may be allowed when documentary and physical evidence is available to facilitate an accurate reconstruction.
- g. Reconstruction shall not be based on conjectural designs or on a combination of different features from other historic buildings.
- h. Reconstruction shall include recreating the documented design of exterior features such as the roof shape, architectural detailing, windows, entrances and porches, steps and doors, and their historic spatial relationships.
- i. A reconstructed building shall accurately duplicate the appearance of the non-surviving historic property in materials, design, color, and texture.
- j. A reconstructed building shall duplicate not only the building, but also the setting, placement, and orientation of the non-surviving structure.
- k. A reconstruction shall re-establish the historic relationship between the building or buildings and historic site features.
- l. A building may not be reconstructed on a location other than its original site.

8. ADA in New Residential and Commercial Infill Buildings

- e. The Americans with Disabilities Act requires places of public accommodation to provide access to their services and programs. In the case of historic buildings, the goal is to achieve the highest level of accessibility with the lowest impact on the historic structure.

(7) Whenever possible, the appearance of accessibility ramps or elevators shall not significantly detract from the historic character of the Historic District. New or additional means of access shall be compatible with the new building and its setting.

(8) Ramps or other accessibility-related installations shall be simple in design and as unobtrusive as possible. They shall be constructed of concrete or wood and painted in colors similar to that of the new building.

9. Exterior Lighting

- e. Exterior light fixtures shall be compatible with the building's style, period and materials, but shall also be down-directed and shielded.
- f. Exterior lighting schemes ~~{should}~~ shall compliment the overall building and site design.
- g. Indirect lighting shall be used to identify entrances and to illuminate signs.
- h. Warm tones in energy efficient lighting shall be used as a proliferation of cool tones could alter the Streetscape or character area.

- 4607 i. Security lighting shall be shielded from adjacent uses so as to
- 4608 prevent off-site glare.