



## **AGENDA**

**MEETING CALLED TO ORDER AT 5:00 PM**

**ROLL CALL**

**ADOPTION OF MINUTES OF NOVEMBER 18, 2015**

**ADOPTION OF MINUTES OF DECEMBER 2, 2015**

**STAFF/BOARD COMMUNICATIONS AND DISCLOSURES**

**REGULAR AGENDA – Discussion and possible action as outlined below**

Review of Material Deconstruction permits for the following Buildings and Structures:

1445 Woodside Avenue – Material Deconstruction – Significant House. The applicant is requesting to remove: a non-historic portico on the front façade; the front door; a secondary entrance (door, stairs, railing) on the south elevation; a rectangle of approximately 21.5 feet by 14.5 feet of the rear wall of the historic house; the roof the non-historic garage to accommodate a new second level addition; and a rectangle of approximately 19 feet by 29 feet of the non-historic garage wall. <i>Public hearing and possible action</i>	PL-15-02871 <i>Planner Grah</i>	43
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Design Guideline Revisions- Staff recommends that the Historic Preservation Board take public comment on the proposed changes to the Design Guidelines for Park City’s Historic Districts and Historically Significant Buildings; provide specific amendments to be made to the document if necessary; and make a recommendation to City Council (Council review will be after the entire Guidelines are reviewed by the HPB)	GI-13-00222 <i>Planner Grah</i> <i>Planner Turpen</i>	61
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**ADJOURN**



PARK CITY MUNICIPAL CORPORATION  
HISTORIC PRESERVATION BOARD  
MINUTES OF NOVEMBER 18, 2015

BOARD MEMBERS IN ATTENDANCE: Lola Beatlebrox, Puggy Holmgren,  
Hope Melville, Douglas Stephens, Jack Hodgkins

EX OFFICIO: Bruce Erickson, Anya Grahn, Hannah Turpen, Mark Harrington,  
Polly Samuels McLean, Louis Rodriguez

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Planning Director, Bruce Erickson, noted that David White would not be attending this evening and that the Board needed to elect a Chair Pro Tem to conduct the meeting this evening.

MOTION: Board Member Holmgren nominated Doug Stephens as Chair Pro Tem. Board Member Lola Beatlebrox seconded the motion.

MOTION: Board Member Stephens nominated Hope Melville as Chair Pro Tem. Board Member Hodgkins seconded the motion.

Director Erickson called for a vote on the motion to nominate Doug Stephens. Four Board members voted in favor of the motion.

Director Erickson called for a vote on the motion to nominate Hope Melville. Three Board members voted in favor of the motion.

Based on the vote, Director Erickson declared Doug Stephens as the Chair Pro Tem for the meeting this evening.

#### ROLL CALL

Chair Pro Tem Stephens called the meeting to order at 5:11 p.m. and noted that all Board Members were present except Cheryl Hewett and David White who were excused.

#### PUBLIC COMMUNICATIONS

There were no comments.

#### ADOPTION OF MINUTES

##### October 7, 2015

MOTION: Board Member Beatlebrox moved to ADOPT the Minutes of October 7, 2015 as written. Board Member Holmgren seconded the motion.

VOTE: The motion passed unanimously.

October 21, 2015

MOTION: Board Member Holmgren moved to ADOPT the Minutes of October 21, 2015 as written. Board Member Beatlebrox seconded the motion.

VOTE: The motion passed unanimously.

November 4, 2015

MOTION: Board Member Beatlebrox moved to ADOPT the minutes of November 4, 2014 as written. Board Member Hodgkins seconded the motion.

VOTE: The motion passed unanimously.

#### STAFF/BOARD COMMUNICATIONS AND DISCLOSURES

Board member Beatlebrox was pleased that the summary document that she prepared reflected the bulleted points from the minutes of October 7 and October 21 that she thought was germane to their discussion. It was a checklist to track of what they had already discussed to help get consensus before they forward a recommendation.

Chair Pro Tem Stephens echoed the earlier comments by Director Erickson in expressing appreciation to Board Member Beatlebrox for her efforts in preparing the document.

Planner Grahn stated that if the Board Members had done what Director Erickson has requested at the last meeting and had walked around Old Town taking pictures, she would like those photos submitted to the Planning Department no later than next Wednesday so they could be organized in some form for the meeting on December 2<sup>nd</sup>. She requested that they put the address on the photos.

Planner Grahn noted that December 2<sup>nd</sup> would be the only HPB meeting in December.

Planner Grahn reported that she and Planner Turpen had missed the last HPB meeting because they were in Washington, DC for the National Trust Conference. She thought they came away with good ideas from some of the session they attended. Planner Grahn had attended a session that focused on interpretation of historic sites and how important it is to tell the complete story. One example was in the south where they should not only talk about the Civil

War, but they should also be putting up plaques for where slave trade occurred. She commented on ways they use technology over and above using apps.

Planner Turpen stated that during the conference she learned a lot about Main Street. Many other towns are having the same issues as Park City in terms of vacancy and maintaining character despite rising rents and development pressures. She noted that several larger city representatives spoke about it and they created initiatives because other cities are going through this. Planner Turpen provided a handout from the representative from San Francisco. She stated that San Francisco created a grant program for their local businesses to maintain their spaces because they were getting pushed out by higher rents. They also have a Legacy Bar of San Francisco, which is sponsored by their local non-profit.

Planner Turpen had also attended a session on modeling community engagement and creating important conversations with the public. She believed the information she learned would be helpful when they look at the Design Guidelines.

Director Erickson stated that the HPB would be meeting on December 2<sup>nd</sup> and January 6<sup>th</sup>. However, the pending ordinance continues in force up until February 1<sup>st</sup> and he requested that the Board members move forward with the pending ordinance to keep it on schedule. The City Council is tentatively scheduled to take action on the ordinance at the end of December or early in January. Director Erickson remarked that the Design Guidelines and the character zones are not directly linked to the pending ordinance and the Board could take additional time to discuss now.

Director Erickson reported that on November 11<sup>th</sup> the Planning Commission forwarded a positive recommendation to the City Council on the pending ordinance with minor changes. They made clarifications on how Contributory buildings are being treated, what regulations would occur, and other changes with respect to demolition. He noted that the HPB had already reviewed the majority of the changes.

Board Member Melville understood that the pending ordinance in the Staff report for this evening had been approved. Planner Grahn clarified that the Planning Commission had forwarded a positive recommendation.

Director Erickson outlined the City Council agenda for the following evening, which included a study session on the impacts of panelization and reconstruction; and a review of historic structures at 1450 and 1460 Park Avenue where the City was considering panelization as a means of preserving those two structures. At the regular meeting, he and Planner Grahn would be talking about managing construction in the Historic District and construction on historic

structures. Director Erickson pointed to a previous discussion on the requirement for a structure engineer to sign off on shoring and method of lifting historic structures for construction. If any changes occur, the structural engineer has to come back and re-certify the changes. Director Erickson stated that they were also modifying the terms of the conditional use permit for construction on steep slopes to add an additional condition of approval that would come from the Planning Commission restricting the amount of time a house could be raised to 60 days. Another change is to prohibit construction in the historic districts on steep slopes from October 15<sup>th</sup> to April 15<sup>th</sup>. Director Erickson stated that all of the above items were on the City Council agenda. For the following City Council meeting, the Council would be approving no-nightly rentals in the HR-L East Zone, which is the Ontario Avenue neighborhood.

Chair Pro Tem Stephens wanted to know what the Staff wanted from the HPB regarding the pending ordinance, since the Planning Commission had already forwarded their recommendation. Director Erickson replied that they would like a positive recommendation from the HPB as well. He explained that it was an amendment to the LMC, which is the responsibility of the Planning Commission. The HPB would be making a recommendation to the City Council to amend the LMC.

Chair Pro Tem Stephens asked if it was possible to reverse the order of the agenda to address the legislative issue first, followed by the awards ceremony; and devote the remainder of the time to talk about the Design Guideline revisions and the character zones.

Board Member Holmgren asked if 1450 and 1460 Park Avenue were the bungalows. She noted that those houses came before the HPB a while ago and the Board forwarded their recommendation to the City Council. She stated that the structures were in dreadful condition at that time, and she thought the City was very guilty of demolition by neglect in this case. Board Member Holmgren remarked that when this issue was previously addressed the HPB said that the lilac bushes, rose trees and apple trees must be saved at all cost because they are very old.

Board Member Beatlebrox asked if it was the property that was originally intended to be the co-housing project. Director Erickson answered yes. Board Member Beatlebrox commented on the need for affordable housing and asked if there was any discussion about creating affordable housing at that site. Director Erickson stated that the affordable housing component had changed to a more traditional affordable housing product. He understood that the City intends to panelize and restore the two historic homes on site. Planner Grahn replied that panelization was not certain and she recommended that the Board members follow that discussion at the City Council meeting the following evening.

Board Member Melville remarked that whatever the City does is what others would expect to be able to do. If the City is allowed to do panelization, they would have to allow it for everyone else. Planner Grahn understood from the last City Council meeting that as the owner of those properties they were deciding whether or not they wanted to suggest panelizing. Since that City Council meeting several Council members toured the site so they could have a more robust discussion to make that determination.

City Attorney, Mark Harrington, clarified that the decision was not whether or not to panelize. It was whether to authorize the Staff project manager to apply just like everyone else. He thought there was some disagreement among the Staff as to whether or not that should or should not proceed given that different standards were incorporated in the past as other projects were put forth on that property. As the owner, should the Council authorize the Staff to proceed with an application. Mr. Harrington stated that it would not be appropriate for any of the Board Members to provide input at the City Council meeting because the application could come before them at a later date and they needed to preserve their objectivity and ability to hear it. The Board was welcome to attend the City Council meeting to hear the discussion, but he recommended that they avoid making comments on the record.

Assistant City Attorney McLean stated that under the pending ordinance any panelization would come before the HPB for the initial review. The City Council could also ask the HPB for their input on City-owned project. Therefore, it could come back to the Board in two different ways.

Chair Pro Tem Stephens pointed out that this discussion was not scheduled on the agenda this evening and he suggested that they move forward with the agenda items. He asked if the Board was willing to rearrange the agenda as he previously suggested.

MOTION: Board Member Beatlebrox moved to reverse the order of the agenda and address the legislative issues first. Board Member Holmgren seconded the motion.

VOTE: The motion passed unanimously.

#### REGULAR AGENDA – Discussion, Public Hearing and Possible Action

1. Legislative - Consideration of an ordinance amending the land management code section 15, chapter 11 and all historic zones to expand the historic sites inventory and require review by the historic preservation board of any demolition permit in a historic district and associated definitions in chapter 15-15. (Application PL-15-02895)

Planner Grahn assumed the Board had read the Staff report and understood the concepts that were proposed earlier in October. She requested that the HPB move through the document section by section and provide input.

Planner Grahn referred noted that the first change at the bottom of page 111 of the Staff report was basically expanding the purposes of the HPB to review and take action on demolition permit applications. She noted that the HPB has been doing this since the pending ordinance was passed in September.

The Board supported the proposed change.

Planner Grahn referred to page 113 and noted that they were changing the language of all the historic site designations to remove, "that it has achieved significance in the past 50 years". This change was being proposed for the Landmark designation to keep the language consistent throughout all of the designations.

The Board supported the proposed change.

Planner Grahn referred to page 114 and noted that the Staff had modified the criteria for a Significant site. Director Erickson clarified that the modification expands coverage from what the previous ordinance required for Significant sites. By eliminating "it's essential historical form" and some of the other criteria, more site could be listed as Significant.

Board Member Beatlebrox noticed from the minutes of the Planning Commission meeting that the Commissioners were concerned about the idea of Contributory. She had no concerns because it is a good idea to know what is in the 10 year lead-up to 50 years and to keep that in mind. Ms. Beatlebrox stated that she would vote for the Contributory site.

Planner Grahn asked if there were any comments regarding Significant sites before they moved on to Contributory. The Board supported the proposed change.

Board Member Melville referred to the comments regarding Contributory and assumed that since the Planning Commission had forwarded a positive recommendation that their concerns had been addressed.

Planner Grahn explained that Contributory Sites would not be listed on the Historic Sites Inventory unless the Historic Preservation Board approves a grant. If a property receives a grant or the owner voluntarily designates the property as Contributory, it would go on the HSI and the HPB would review the demolition permit. If the property did not receive grant money and it was not on the



Contributory list, the owner would be asked to document the site before demolishing it.

Assistant City Attorney McLean understood that if someone received a grant, a new requirement is to put a preservation easement on the property. In addition, within the Code they would basically be treated as if they were on the HSI in terms of demolition. Ms. McLean pointed out that an owner could not voluntarily put their property on the Significant list unless they meet the required criteria for Significant designation. She noted that someone could choose to abide by the rules, but there was no mechanism under the Contributory status to preserve the structure more than anything else that is not on the list. Planner Grahn replied that she was correct.

Chair Pro Tem asked about process if a site was placed on the Contributory list and the owner wanted a demolition permit. Planner Grahn stated that it would be approved through the Historic District Design Review process and it would not come before the HPB. Mr. Stephens asked if the Staff was comfortable going in that direction. Planner Grahn answered yes, and noted that it was based on the feedback they received from the Planning Commission. Mr. Stephens asked if the Staff would have the ability to bring an item to the HPB if they were uncomfortable making the decision. Ms. McLean stated that there is no statutory limitation or prohibition on demolishing items on the Contributory List, unless they were given a grant. Being Contributory allows the owner to obtain a grant, but there is no mechanism for the HPB to review differently than Staff.

Assistant City Attorney McLean stated that another change was to broaden the definition of Significant to capture more of the older structures.

Board Member Melville asked for an explanation on the Staff policy for nominating a site to the inventory. Assistant City Attorney McLean stated that the Staff report reflected the policy that the Planning Department or the owner are the only parties that have standing to nominate a structure to be added or removed from the HIS. However, the Staff wanted it clear that members from the Museum or members from the public could contact the Planning Department and request that houses be considered for the inventory. The Staff would review the request and determine whether or not to take it before the HPB for a Determination of Significance.

Board Member Hodgkins asked if the structure could be of any age. Ms. McLean stated that in order to be Significant, the structure would either have to be 50 years old or of historical importance. Mr. Hodgkins understood that it would not include Contributory structures. Ms. McLean replied that he was correct.

Director Erickson provided an example of when a Contributory building might be considered. A member of the public could nominate a Contributory structure and

request that the Staff consider whether it would meet the criteria to be determined Significant and protected under the Significant designation. Mr. Erickson stated that in terms of the character neighborhood studies, Contributory buildings will be used as a more formal way of determining neighborhood compatibility in design reviews and in looking at the neighborhood character zones. Mr. Erickson believed it would help the Staff do a better job regulating the Historic Districts.

Chair Pro Tem Stephens commented on the policy where a third party could request that the Planning Department nominate a specific structure for listing on the Sites Inventory. He could not recall how the property owner was involved. Ms. McLean stated that the property owner could request that their structure be considered for Determination of Significance. Mr. Stephens asked whether the LMC addresses that issue. He felt that if a third party has the right to bring this to the Planning Department, the owner should be brought into the administrative discussion at the same time. Planner Grahm stated that when the City was looking at adding additional sites to the HSI in the Spring, once the property was reviewed and a date was scheduled for Determination of Significance before the HPB, the property owners of those specific sites were notified through mail and email and they had the opportunity to discuss it with the Staff. Mr. Stephens clarified that his thinking was to involve the owner in the administrative process at the beginning to possibly educate the owner on the benefits and value of having the designation of Significance. He thought it was unfair to bring in the owner after an action had already been decided. Planner Grahm was willing to look at how they could notify the owner earlier in the process. Mr. Stephens understood the noticing process, and it was more a matter of promoting goodwill.

Director Erickson stated that the Staff would do their best to establish a policy for immediately notifying the owner when their property has been requested for nomination. He thought Mr. Stephens had made a good point.

Planner Grahm referred to page 116, the relocation and/or reorientation/disassembly and reassembly and reconstruction. The proposed change would be for relocation and reorientation requests to come before the HPB for approval, rather than being approved by the Planning Department through the HDDR process. However, the Planning Director and the Chief Building Official would still weigh in on the decision. The Staff had also outlined potentially unique conditions that could warrant relocating or re-orienting buildings on different sites.

Board Member Beatlebrox thought the proposed change was logical. Board Member Melville agreed that it was important because it would relocation and reorientation significantly affects historic structures. Mr. Erickson pointed out that it also affects the character of the neighborhood. That was the reason for being overly-protective and having it reviewed by the HPB.

Chair Pro Tem Stephens commented on situations where relocation or reorientation would be appropriate. He wanted to make sure that the criteria allowed flexibility for those circumstances to occur. Assistant City Attorney McLean noted that there is language in the Code that identifies unique conditions in relation to reconstruction. The Staff had talked internally about better defining unique conditions for reorientation. Planner Grahn recalled that the Staff had discussed defining unique conditions for panelizations and disassemblies. Ms. McLean stated that “unique conditions” was a nebulous term and she recommended that the Staff should define it for clarity so an owner would know the expectations for their property.

Planner Grahn referred to the next section on pages 116 and 117 of the Staff report, disassembly/reassembly, which is panelization. Once again the change would remove the role from the Planning Department and require review and approval by the HPB. Another significant change was that prior to the pending ordinance the language said, “A licensed structural engineer had certified historic building and/or structures could not reasonably be removed intact or...”. She noted that the change would be to replace **or** with **and**. They would like a structural engineer’s opinion on all building that are being proposed to be panelized.

Board Member Melville asked if the applicant hires the structural engineer. Planner Grahn answered yes. Ms. Melville asked if anyone else would verify the engineer’s report. Planner Grahn stated that the Building Department, the Chief Building Official, the Planning Director, and the planner would all read the substance of the report. Planner Turpen noted that the report is stamped by a licensed certified structural engineer and it is truthful in the sense that it is produced by a professional in the field. Ms. Melville pointed out that engineer would still be hired by the applicant. Director Erickson did not believe there was a problem with the accuracy of reports from engineers hired by the applicants because their license is on the line. In addition, the Chief Building Official is good at looking for holes in these reports.

Planner Grahn noted that unique conditions for panelizations may include any three of the following: 1) if the site itself is problematic or the structural conditions preclude temporarily lifting or moving the building as a single unit; 2) if the physical conditions of the existing materials prevent temporarily lifting or moving a building and the applicant has demonstrated that panelization will result in the preservation of a greater amount of historic materials; 3) all other alternatives have been shown to result in additional damage or loss of historic materials.

The Staff would work with Assistant City Attorney McLean to make sure the language was correct and could be codified.

Board Member Melville wanted to know the criteria for reinforcing the building on the inside before it is moved. Planner Grahn stated that it was something that the Staff prefers that the applicant do, but they did not necessarily want it codified. If they can build a stud wall or bracing when the house is lifted, that would be preferable to panelizing. The problem is that some of the structures suffered such severe fire damage that poking a nail in the wood means the nail can go all the way through. They have to be cognizant of those situations as well. Chair Pro Tem Stephens believed that was covered under the third criteria. Planner Grahn stated that they try to discourage panelization as much as possible, but they still have to recognize that it is a form of preservation and sometimes it is necessary due to the historic fabric of the structure. Mr. Erickson noted that the bracing Ms. Melville mentioned becomes part of the preservation Plan that he and the Chief Building Official signs off based on the engineer's report.

Planner Grahn stated that Part B was again changing Planning Department to Historic Preservation Board.

Planner Grahn stated that for the reconstruction section, the language was changed to say that the Historic Preservation Board has to make that determination and not the Planning Department. She provided an example of when what would be considered reconstruction. If a house is in such poor condition it could not be panelized and the most they could do would be to salvage some historic materials that would be a reconstruction because they would be completely rebuilding the historic shape and using whatever historic materials were salvaged.

Assistant City Attorney McLean reminded the Board that these were the criteria that the HPB would be applying to applications if the Code changes are approved by the City Council. The Board needs to feel comfortable that the criteria is clear enough to help with their review.

Planner Grahn referred to the definitions on page 118 of the Staff report. She noted that the Staff had defined visual compatibility and what contributing means. They altered the definitions for demolition, demolish, and density, and also added to new definitions, which are continuity, rhythm and pattern.

Mr. Beatlebrox understood that they had not codified "vernacular" in the Guidelines; however, if they move towards the direction of defining neighborhood vernaculars she thought it should be referenced in the definitions. Planner Grahn stated that if the Board felt that it needed to be codified and that the definition of vernacular architecture is not sufficient just being in the Guidelines, they could discuss it when they discuss the Design Guidelines. Director Erickson stated that the Staff was working on drafting another round of LMC changes for the historic district that he anticipated would be presented the first quarter of 2016.

Planner Grahn referred to page 119 of the Staff report which talked about noticing for demolitions and designations. The Staff report outlined the noticing process for HDDR applications, as well as noticing for Certificate of Appropriateness for Demolition. Planner Grahn stated that when the HPB has to conduct a demolition review, it would be noticed the same as the HDDR applications. The property would be posted 14 days in advance and a courtesy notice would be mailed to the neighbors 14 days in advance.

Planner Grahn stated that currently noticing for a Determination of Significance only requires that a sign be posted on the property for seven day. The Staff was proposing to change that to 14 days and to also add a courtesy mailing notice to alert the neighbors.

Planner Grahn referred to page 121 and noted that both the HPB and the Planning Commission had requested a demolition review checklist. Items a) through f) were what the Staff was proposing.

The Board was comfortable with what was proposed.

Unless the Board had further concerns, Planner Grahn requested that the HPB make a motion to forward a positive recommendation to the City Council regarding the LMC changes.

Assistant City Attorney noted that during the Planning Commission meeting it was decided that since the HPB would be reviewing items that the Staff has reviewed in the past and the HPB had acted as the appeal body, that there needed to be an appeal body for HPB decisions. The Staff had recommended the Board of Adjustment since the Board of Adjustment currently hears HPB appeals on Determinations of Significance. Ms. McLean pointed out that there was not language to that effect in the redlines.

Director Erickson stated that if the HPB chooses to make a positive recommendation to the City Council, the recommendation should include adding notice to property owners upon request that a property be nominated for Significance. Ms. McLean questioned whether that should be codified. Mr. Erickson preferred to include it in the recommendation and let the Staff sort it out.

Director Erickson noted that the recommendation should also include that the appeal body for a determination of the HPB is heard by the Board of Adjustment.

Assistant City Attorney McLean pointed out that the pending ordinance attached to the Staff report as Exhibit A was the old pending ordinance. That was done intentionally. The Staff had not added what was in the body of the Staff report to the end because this would be the first time the City Council would review it, and

they wanted to make sure that the protection of the pending ordinance changes based on the ordinance changes. The Staff wanted the pending ordinance to remain as broad as possible until the City Council could look at it, and at the same time have the input on the other changes. Ms. McLean stated that the HPB should forward the pending ordinance with a positive recommendation, and have the City Council consider their input on the items within the Staff report.

MOTION: Board Member Melville moved to forward a POSITIVE recommendation to the City Council regarding the proposed Land Management Code changes as presented in the Staff report dated November 18, 2015 with the following conditions: 1) That the appeal of the HPB determinations goes to the Board of Adjustment; 2) That the City Council consider additional notice to property owners upon request to list their property as Significant; 3) To include unique conditions for disassembly and reassembly as identified by Staff. Board Member Holmgren seconded the motion.

VOTE: The motion passed unanimously.

2. Administrative - Staff recommends the Historic Preservation Board choose one (1) awardee for the annual Preservation Award, select three (3) members to form an Artist Selection Committee, and discuss awarding commemorative plaques. (Application GI-15-02972)

Planner Grahn reported that each year the Historic Preservation Board chooses a site to receive a preservation award. She requested that three HPB members volunteer for the artist selection committee. In past years the Planning Department puts out an RFP and they ask artists to submit a sample of their work or a short portfolio. The submittals are reviewed and sometimes the committee interviews the artist before selecting an artist who will produce a piece of artwork depicting a historic preservation project.

Board Member Beatlebrox clarified that they would want an RFQ, not an RFP. An RFQ is a Request for Qualifications, which would include the portfolio and would not require an artist to come up with a proposal or any renderings of any proposed artwork. Ms. Beatlebrox stated that the reasons for an RFQ is that the commission for this piece is fairly low, and secondly, you can tell what the artists is going to provide you with by looking at their past work.

Board Member Melville asked what compensation they were offering the artist. Planner Grahn replied that it was \$800. Board Member Melville asked if the amount could be increased. Director Erickson replied that an increase was not in the budget. Board Member Holmgren pointed out that the artist also gets a lot of recognition because the original artwork is hung in the Marsac building. The artist also has the opportunity to use their artwork for notecards, etc. if they choose. Planner Grahn explained that the artist is allowed full copyright of

reproductions using their artwork. The original piece is hung in the Marsac Building with a plaque that states the year of the award, the building, and the artists name. Board Member Beatlebrox reiterated for the record that from the standpoint of the art world, \$800 is very low, substandard pay. It truly is a labor of love by the artist.

Board Members Beatlebrox and Holmgren volunteered for the selection committee. Planner Grahn would ask Board Members Hewitt and White if they were interested in sitting on the committee.

Planner Grahn noted that this was the fifth year that the HPB has been doing this program. In the past they talked about giving the recipient a plaque that would commemorate being an award winner. The public has also suggested that if there was a short history on some of the houses that it would help create a greater human connection to the building. If that was something the Board was interested in pursuing the Staff would bring it back in a work session.

Board Member Melville liked the idea. She also thought the sites that are nominated should also have a plaque. Ms. Melville suggested the idea of placing a plaque on any of the historic homes that were being redone. Planner Grahn thought it might be cost prohibitive to give a plaque to every home. Ms. Melville believed the owner could work the cost of the plaque into their budget for redoing the house. Chair Pro Tem Stephens favored that idea. If they know the cost of the plaque the City could offer it as part of the grant process.

Planner Grahn offered to come back in a work session to give the HPB more details on the plaque in terms of looks and cost.

Planner Grahn noted that every year the Staff nominates projects that were completed under the 2009 Design Guidelines. This year the Staff selected 337 Daly Avenue, 651 Park Avenue, and 343 Park Avenue. All three projects were outlined in the Staff report. Planner Grahn recommended that the Board choose one of the three as this year's award winner.

Board Member Beatlebrox noted that there were three nominees when they chose the garage, and one of those was the building that Fletcher's currently occupies. She wondered why that building was not moved into this nomination effort. Board Member Melville recalled that it was not considered last year because the project was not done. Ms. Beatlebrox agreed. However, now that it is completed she thought it could be nominated. Planner Grahn offered to look at that building as well. She recalled that it was passed over last year because it had been panelized. If the Board agreed, she would bring it forward as well. Ms. Beatlebrox thought they should look at it because the owners should be rewarded for their time and effort.

Chair Pro Tem Stephens asked if any of the buildings recommended uniquely solved a problem that maybe they have not seen in the past. Planner Grahn noted that 651 Park had to add a kitchen addition, and the corrugated metal addition could not be seen from the street. She stated that 337 Daly Avenue were great applicants. The owner is a structural engineer who was building the house himself. One of their issues was trying to balance modern and contemporary design. Planner Grahn noted that 343 Park Avenue was more of a traditional remodel. They had to work with an inline addition from the 1980s, but they did great landscape work and made an effort to rebuild the porch. Mr. Stephens asked if additional living space was added below that building. Planner Grahn thought the space already existed; however, the basement was redone. Board Member Melville thought the basement had been added. Mr. Stephens had the same recollection.

Director Erickson stated that since they were not in a hurry to select a site, the Staff could bring this back for another discussion. Chair Pro Tem Stephens assumed the Board members could submit additional suggestions to the Staff for consideration. Planner Grahn requested that other suggestions be submitted by next Wednesday with photos so she could include them in the Staff report.

Board Member Melville recalled awarding two buildings one year. One was the Talisker building as a Main Street commercial building. Planner Grahn discouraged awarding two buildings. One reason is the limited wall space for artwork, and she preferred to invest the funds into commemorative plaques. Chair Pro Tem Stephens thought the commemorative plaques were important because people notice the plaques as they walk around. Ms. Melville suggested the possibility of one painting and two plaques.

Planner Grahn recommended that they do one painting per year and one plaque for the same award recipient. Currently, the award winner is given a jpeg that is printed off of the printer and placed in a frame. She believed that giving the recipient a plaque was more symbolic than just a colored copy of the painting that hangs in City Hall. Planner Grahn also thought that giving plaques to the previous award winners is a good way to give recognition to the preservation award.

Chair Pro Tem Stephens called for a motion to continue the discussion at the next meeting.

**MOTION:** Board Member Beatlebrox moved to CONTINUE the discussion of the Historic Preservation Board award to the next meeting. Board Member Holmgren seconded the motion.

**VOTE:** The motion passed unanimously.



3. Design Guideline Revisions- Character Zones. Staff recommends that the Historic Preservation Board review and discuss current limitations of the 2009 Design Guidelines and provide input to staff regarding the development of character zones.

Planner Grahn noted that the HPB had a discussion in October about how different areas or neighborhoods within Old Town look different because there are varying designs between one street and the next. At that time the Board was interested in discussing it further. The Staff had quickly identified 5 character zones to demonstrate what they believe are the different defining character features of the different zones. She would again ask whether the Board thought it was something worth pursuing. When they come back with specific Design Guidelines in the New Year they will make sure to incorporate criteria for these neighborhoods.

Planner Grahn noted that for purposes of this discussion she and Planner Grahn had identified five zones. They would come back with more detail if it was something the HPB wanted to pursue.

Planner Turpen reviewed exhibits. The first character zone was Ontario, which is characterized by steep slopes on the east side of town. Most of the houses face towards town. She presented photos showing how the new infill has garages and porches that face the street. Planner Turpen noted that this area has quite an eclectic streetscape.

Board Member Melville thought the primary character of this area was the private walkways in front of the house shown on the upper left of the exhibit, as well as the gray house shown on the bottom right. Planner Grahn reported that historically many of these houses were accessed by the staircases, which is why they were facing town. Ms. Melville noted that the staircases were in the private walkways. Planner Turpen pointed out that the walkways are still there, but current development is oriented towards the automobile. Board Member Beatlebrox noted that the vernacular on Ontario was different from the vernacular they might find on Daly.

Sandridge Road was the second character zone. It is similar to Ontario because the houses face town. Sandridge is unique because most of the houses have a shed which is along the existing Sandridge Road or in what would be the backyard of these houses. They also include ornate details.

Daly Avenue was the third character zone. Planner Turpen stated that Daly Avenue was historically a mix of industrial and residential architecture. Historically Silver Creek was day-lit which is why all of the houses on the east side of the street are set far back against the hillside and separate from the streetscape. There is not a consistent setback because they follow where the

hillside guts deep. However, on the other side the hillside is steep pretty consistently and there is more of a consistent setback. Also on Daly is that a number of houses have a garage in front of the house, which something you would not find on Park Avenue, for example. There is also a mix of boarding house, historic hall-parlor houses and small shacks. It was another eclectic streetscape in Old Town.

The fourth character zone was the 300 and 400 blocks of Park Avenue which retains the most historic integrity and concentration of buildings. Planner Grahn remarked that what makes this unique is that the west side is mostly residential, and the east side of the street backs up to Main Street. There is a mix of residential spill-over commercial uses and institutional buildings. This area was more affluent and some buildings have a lot of architectural ornamentation.

The last character zone was Main Street. Planner Turpen noted that there were zero setbacks, consistent setbacks, and the width for a lot of the buildings was determined by their use. A wide mix of materials was also used on these buildings.

Board Member Melville noted that the exhibits included non-historic buildings. Planner Turpen stated that the buildings were included because it was part of the streetscape. Ms. Melville asked what the Staff was proposing to do with the character zones. Planner Grahn stated that they were not proposing to change any of the LMC to address reduced setbacks or height. It would be an opportunity to create specific Design Guidelines that would address these character zones.

Planner Grahn noted that page 58 had items for discussion this evening. The first was whether the HPB finds that character zones are appropriate for Park City, and whether this was a suitable way to clearly define the distinctive areas of the Historic District.

Board Member Beatlebrox thought the answer was yes. The different neighborhoods are what make Park City diverse. She thought the idea of vernacular and characteristics was a good one to pursue.

Board Member Hodgkins stated that if they define these characteristics in individual zones, what would happen to the other areas or historic nature of those areas. He did not believe they would have as much directive. If they define certain areas quite precisely, he wanted to know what it would do to the rest of Old Town.

Planner Grahn stated that currently the Design Guidelines are set up to have Universal Guidelines, specific guidelines, and guidelines for Main Street. The Staff felt that was not doing Main Street justice. Main Street is the most different

character zone because residential and commercial are very different. Going forward the Staff would propose removing the Guidelines regarding Main Street and create its own section to be more specific about how to treat commercial buildings. In terms of the character zones, they would have to do a more thorough analysis. Secondly, they could not be Uber specific about each street as far as what could and could not be done. Planner Grahn assumed it would be a list of bullet points.

Planner Grahn pointed out that this was a short list to give the Board the opportunity to understand character zones. There were other character zones that were left out because the Staff did not have enough time to research all of the zones. If they pursue this, the Staff would come back with a complete list of anything that would be in a character zone. She noted that the outliers would have their own set of Guidelines as well.

Chair Pro Tem Stephens recalled a previous discussion about whether there is a Park City vernacular as they relook at the Guidelines. He thought that overlaid the whole Historic District, and within that they were specific things that might be different. His goal would be to make sure these were areas where different things actually take place in those neighborhoods. If they apply the LMC and the Historic District Guidelines to those neighborhoods they would come up with a product that maybe they were not pleased with. The easiest one for him to look at was not allowing garages in the front setback. However, he recognized that it was part of the character on Daly Avenue. Mr. Stephens clarified that for him it was less about defining how it looks and more about giving the character zones the ability to recognize what is different about those zones, and allowing flexibility in the design that continues to fit into the zone.

Board Member Melville understood that the character zones would provide more tools. Planner Grahn answered yes. She believed it would help with the compatibility discussion.

Board Member Holmgren wanted to see this more fluid rather than cast in concrete. The word Guidelines must be capitalized, italicized and in bold. She noted that the HPB previously went through a similar discussion about color and they were assured that it was only a guideline. She emphasized not cast in concrete because there was a big to-do a while back about housing on the dog field by the library, but eventually Jim and Carol Santy lived in a house there without issue. Ms. Holmgren thought these were good ideas and good guidelines and she thought they should be pursued, but she cautioned them about being too restrictive or specific.

Planner Grahn understood that the Board was generally in support of character zones and incorporation, and they will look at it more closely as they develop guidelines.

Planner Grahn noted that another question was whether each of the character zones defined in this report embody a distinctive pattern and development. She believed the Board saw what the Staff did in terms of distinctive patterns of development, housing styles and details.

Chair Pro Tem Stephens suggested that the Staff look at areas in the past where they have had problems with the design review process and character zones that would allow for more flexibility.

Director Erickson asked Planners Grahn and Turpen to update the Board on their vernacular tour through these districts. Planner Turpen reported that she and Planner Grahn were on the organizing committee for the 2017 Vernacular Architecture Forum Conference will be held in Salt Lake, but include a one-day tour in Park City. She noted that the Conference has not been held in Salt Lake since 1987. She and Anya have been working with the Museum and she assumed they would be asking the HPB for help as well. They were working diligently to get the tour finalized because the entire conference needs to be finalized in Spring 2016. It is important to make sure they showcase Park City in the right way and show what Park City is doing with preservation.

The meeting adjourned at 6:34 p.m.

Approved by \_\_\_\_\_  
David White, Chair  
Historic Preservation Board

PARK CITY MUNICIPAL CORPORATION  
HISTORIC PRESERVATION BOARD  
MINUTES OF DECEMBER 2, 2015

BOARD MEMBERS IN ATTENDANCE: David White, Lola Beatlebrox, Puggy Holmgren, Hope Melville, Douglas Stephens, Jack Hodgkins

EX OFFICIO: Bruce Erickson, Anya Grahn, Hannah Turpen, Polly Samuels McLean, Louis Rodriquez

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ROLL CALL

Chair White called the meeting to order at 5:04 p.m. and noted that all Board Members were present except Cheryl Hewett who was excused. Board Member Beatlebrox arrived later in the meeting.

PUBLIC COMMUNICATIONS

There were no comments.

ADOPTION OF MINUTES

MOTION: Board Member Holmgren moved to CONTINUE the November 18, 2015 minutes to January 6, 2016. Board Member Stephens seconded the motion.

VOTE: The motion passed unanimously.

STAFF/BOARD COMMUNICATIONS AND DISCLOSURES

Planning Director Bruce Erickson noted that this would be the last HPB meeting in 2015. He commented on the number of extra meetings that took place in 2015 and he thanked the Board for their efforts. Director Erickson also recognized the extra efforts of the Planning Staff. He wished everyone a Happy Holidays.

Director Erickson stated that an agenda item this evening would be a broader context discussion regarding neighborhood compatibility, shaping the neighborhood characters, and trying to make a distinction between where icon buildings are appropriate and how buildings fit together.

REGULAR AGENDA – Discussion, Public Hearing and Possible Action

1. Administrative – Staff recommends the Historic Preservation Board choose one (1) awardee for the annual Preservation Award

Planner Grahn reported that at the last meeting the Staff brought forward three nominations for the Annual Preservation Award. At that time, Board Member Beatlebrox asked that 562 Main Street also be considered for nomination.

Planner Grahn referred to the last sentence on page 3 of the Staff report under 562 Main Street which stated, "The project is nearing completion and expected to be finished prior to Sundance." She noted that 562 Main Street was also a nominee for the 2014 award and the last sentence was inadvertently carried over from last year. Planner Grahn clarified that the project was completed.

Planner Grahn presented visuals of the nominated projects: 562 Main Street, 337 Daly Avenue, 651 Park Avenue, which was the new High West building, and 343 Park Avenue, which is a residential structure that received a grant. She requested that the Board choose one of these projects to receive the 2015 Historic Preservation Award.

Board Member Melville recalled from the last meeting that the Board had mentioned other potential recipients. She explained why she thought 1049 Park Avenue should also be nominated. Planner Grahn thought 1049 Park Avenue had received a grant in 2012 or 2013.

Board Member Melville stated that if the purpose of the Historic Preservation award is to promote historic preservation, she questioned whether it should be limited to one recipient. She thought recognizing additional preservation projects would promote historic preservation better than a painting of one recipient. Planner Grahn noted that the Board previously discussed placing plaques on structures and she would be bringing back additional information and costs to continue that discussion in January. At that time the Board could also discuss whether or not to restructure the program or continue with the paintings. Ms. Melville was not opposed to choosing one recipient for a painting, but she did not think they should be limited to recognizing only one recipient when there were so many others that deserved to be recognized as well. Ms. Melville noted that a plaque or a sign on a building or on the street would be seen by more people than a painting in City Hall.

Board Member Beatlebrox liked the idea of the painting because it also supports the local artists. However, she agreed with Ms. Melville on the idea of having one recipient for the painting and other recipients for a plaque. Ms. Beatlebrox thought that would send the message that multiple preservation projects are done each years.

Board Member Holmgren liked the idea of the plaques; however, she would not want so many that it would become common. She thought the award should be a special recognition. Board Member Melville remarked that all four of the

buildings that were nominated this year, including 1049 Park Avenue, turned out exceptional and she thought they all deserved to be recognized.

Chair Member White agreed that there were a lot of preservation projects this year and he anticipated the same for next year. Many of those projects were well-done and he did not think they should be limited to choosing just one. Chair White favored keeping the painting for one recipient.

Board Member Holmgren asked if the criteria for nomination were based only on how the project looks or its role in the community. Planner Grahn referred to page 7 of the Staff report, which talks about the different categories for nominating a structure. Most of the awarded structures have been for excellence in restoration or an adaptive reuse. Planner Grahn stated that in terms of criteria for choosing the structure, the HPB has the purview to create the program and to manage it. Ms. Holmgren pointed out that some of the nominated structures have no parking and in some cases the parking was eliminated. That was one reason for asking whether the criteria was strictly visual or part of the community.

Ms. Beatlebrox wanted to know why parking would add to the historic value of the property. Board Member Holmgren replied that if it is based on community, they need to decide whether the preservation made it a better part of the community or if it created a detriment. Planner Grahn clarified the parking situation. For examples, if commercial uses on Main Street do not provide parking on-site they most likely paid into China Bridge.

Board Member Stephens preferred to only do the plaques and not the artwork. They do not have the funds to sufficiently pay the artist; and if the intent is to put art in the City halls that should be done through more traditional methods. Mr. Stephens pointed out that once the first plaque is done the cost is lower for the second and third plaque. He agreed with Chair White that they would be seeing more preservation projects; and he agreed with Ms. Melville that they should be encouraging all types of preservation construction, both commercial and residential. Mr. Stephens thought the Board felt strongly that all four projects were good examples of restoration. It was difficult to say that one was better than the other and he would like to honor all of them.

Planner Grahn stated that in January should be bring back options for the plaques for the Board to review.

Assistant City Attorney McLean suggested that the agenda also include the policy for the awards to give the HPB the opportunity to have that discussion and propose changes to the policy. Ms. Melville thought the plaques for commercial building could go on the structure. However, plaques for a residential structure should be on a retaining wall or someplace away from the house so people can see it without going onto the residential property.

Board Member Beatlebrox requested that the Staff put together a list of possibilities for criteria to avoid having to start from scratch.

MOTION: Board Member Beatlebrox moved to CONTINUE the Historic Preservation Award Program decision-making to January 6, 2016. Board Member Stephens seconded the motion.

VOTE: The motion passed unanimously.

Board Member Hodgkins asked when the HPB needed to make the decision. Planner Grahn stated that the goal has always been to present the award in May which is Preservation Month, and the painting is unveiled at a joint HPB/City Council meeting. However, she did not believe there was a hard deadline for presenting the award. Board Member Melville thought it would be nice if the Park Record could run an article noting that four building were recognized for a fantastic restoration.

Director Erickson requested that the HPB redo the motion and continue the awards discussion to the second meeting in January.

MOTION: Board Member Beatlebrox moved to CONTINUE the Historic Preservation Award Program decision-making to the second meeting in January. Board Member Stephens seconded the motion

VOTE: The motion passed unanimously.

## WORK SESSION

Compatibility Study – Staff recommends that the Historic Preservation Board review and discuss current weaknesses of the 2009 Design Guidelines and provide input to Staff to address these issues

Planner Grahn reported that the goal was to use the photos that the Board members were asked to turn into the Planning Department. The Staff was prepared to show 12 buildings and Planner Grahn asked that the HPB comment on each one individual in terms of whether or not it is compatible and why or why not. The Staff had provided criteria to help with the discussion. She asked that the Board focus their comments on mass and scale, proportions of windows and doors, and rhythm and scale of openings. She preferred not to discuss colors, materials, or aesthetics this evening. The Staff was looking for feedback and direction from the HPB so help direct the Staff in revising the Design Guidelines.



Board Member Melville had taken photos in various sections of what might be compatible and what might not be compatible. She had a handout for everyone and requested that they look at what she had prepared at the end of this discussion.

### 628 Park Avenue

Planner Grahn presented a photo of 628 Park Avenue and asked if the addition on the left side was compatible or incompatible. Board Member Melville clarified that the building on the right was historic and the brothel from the early 1900s. Planner Grahn answered yes.

Board Member Beatlebrox thought it was clear that the addition was not the historic element. In terms of compatibility, she thought it was too modern and did not follow the lines. She thought it was clunky and somewhat of an eyesore. She asked how the Staff would apply the Guidelines. Planner Grahn thought they could talk about the rhythm and scale of the openings. There were large window expanses that would not be typically seen and should be broken up. They could also talk about the shape of the building, which was very 1970s and did not relate at all to the historic structure next to it. Planner Grahn stated that a good rule of thumb is to look at the lines of the building and now they carry through. In this particular addition the lines do not carry through from the historic to the new.

Board Member Stephens agreed that it was a rhythm and pattern issue, and he pointed out that the sense of entrance was lost.

Director Erickson thought it was instructive because some of the new buildings have recently been approved with larger out-of-scale windows, and the problem is being repeated. It was important for the HPB to understand that the rhythm and scale of windows on some of the buildings had not been applied as rigorously as it should be. What happened in the 1970s happened again in 2014.

Board Member Melville stated that the addition did not look compatible with the historic structure and it did not contribute to the sense of the Historic District.

### 1040 Woodside Avenue

Planner Grahn presented a photo of 1040 Woodside Avenue, which was new construction. Board Member Melville thought the Guidelines restricted concrete driveways to no more than 12' wide. She believed the driveway on this property was much wider. She asked when this structure was constructed. Planner Grahn was unsure of the year, but she thought it looked fairly new.

Chair White did not think this structure would have been approved in the last three years. Board Member Holmgren thought the garage was quite overwhelming. Chair White noted that a double garage would not be allowed under the Guidelines. Planner Hannah Turpen did not believe this structure was approved under the current guidelines. She pointed out that the purpose of this exercise was to get a feel for the entire streetscape. Ms. Melville remarked that some of the recent projects being proposed are similar. Planner Grahn remarked that in some cases two garage doors can fit, but the oversized concrete driveway in this example would definitely not be approved.

Board Member Stephens remarked that the slope of the roof was not consistent with most of the historic buildings in town. He pointed out that the large post and beam structure over the front entrance was a look typically seen in the Deer Valley part of Park City but not in historic structures. Mr. Stephens did not believe all buildings should be made to look old, but the historic design elements were not being honored in this building.

Board Member Beatlebrox recalled that when she took the photo, the mass and scale was compatible with the neighboring structures. However, she agreed that it did have the look of a Deer Valley ski lodge as opposed to an Old Town look.

Board Member Hodgkins asked if the gable was corrugated metal. Planner Grahn thought it was. Board Member Beatlebrox remarked that corrugated metal may have been a mining material. Board Member Melville replied that corrugated metal would not have been used on residential structures.

Board Member Stephen stated that typical a historic structure would not have a stone veneer. He did not think the stone veneer added anything to the structure of the house. In terms of the historic house, any stonework would have been structural. Planner Grahn clarified that the Guidelines limit stone to approximately two feet and primarily as a foundation material.

Board Member Melville thought the biggest problem was the amount of concrete and how it affected the streetscape. Board Member Hodgkins believed the primary objection was that it had more of a suburban look as opposed to a village look. He asked if they were trying to revise the Guidelines to replicate what exists. He was concerned that if they limit it to what was historically used, they would end up with a lot of historic replication. Board Member Melville clarified that they were looking for compatibility with the Historic District.

Planner Grahn thought the Board members were making good comments and providing good direction. She understood there was concern about wide driveways and large garages. Based on their comments they wanted to see more of a pedestrian entrance versus an automotive entrance, because that would be more historic. Some of these high level items could be amped up in

Guidelines to avoid situations that become more suburban and more auto centric and less pedestrian.

Board Member Melville recognized that people who develop projects like this have cars and they want driveways and garages. Planner Grahn pointed out that the LMC also requires that new construction provide two parking spots.

Director Erickson asked if they ignored the garage doors and the entry way, whether the single story height of the building and the gable would fit into the rhythm and scale of the District. Board Member Beatlebrox thought it would. Ms. Melville thought it would on a downhill lot. Director Erickson believed this example was a double-lot situation or at least a lot and a half. He thought their comments were instructive to the Staff in terms of rhythm and scale.

### 633-639 Park Avenue

Planner Grahn presented photos of the condos at 633-639 Park Avenue. Board Member Melville understood that Ms. Beatlebrox did not like the condos; however, she always sees tourists taking pictures of the condos from the top of Heber Avenue because they appear to be classic Park City. Board Member Beatlebrox explained that she finds the condos overbearing because they are so close to the road and overhangs jut out into the streetscape. They have a repetitive cookie cutter look with a repetitive railing, and a stone façade.

Board Member Stephens noted that Kevin King designed the buildings and the zone height is higher than anywhere else in town. Therefore, the mass is always going to be off because of the zone height. Ms. Melville remarked that even though it was not the classic old look and it does not replicate a historic look, she personally thought it fits in. She believes her opinion is verified by the number of people who stop to take pictures.

Board Member Holmgren thought the buildings were fine in that location. She would not want to see them next door to her home or across the street, but they were appropriate on the corner where they sit.

Chair White thought the location was overwhelming because there is too much there and most of it is the same. Ms. Melville pointed out that just up the hill was a larger, older version, which makes the condos at 633-639 Park Avenue not quite so overwhelming.

Board Member Hodgkins assumed that a variance was not needed for the amount of square footage that was built. Planner Grahn was unsure. Board Member Stephens replied that the square footage complied with Code. Mr. Hodgkins pointed out that the structure could have been much larger. He used 537 Woodside as an example of what could have been done in this location. Mr.

Hodgkins noted that there were other infill structures closer to Main Street that were much more massive. He thought the condos at 633-639 Park Avenue tend to have smaller scale elements. If the developer was allowed to build that much square footage the HPB should consider that when they revise the design guidelines. If they want something smaller, they should recommend a zone change to achieve a smaller scale. However, in terms of the size that is allowed in the zone, Mr. Hodgkins believed the condos were compatible.

Director Erickson commented on the charismatic elements to the architecture. He asked Planner Grahn to talk about how the windows would or would not be compatible in rhythm and scale. Planner Grahn stated that the windows are double-hung, which is in keeping with the historic district. The windows may be too large, and she was bothered by the fact that the windows were slightly taller than the door. She thought the developer did a nice job with the materials and the railings. There was a nod toward more ornate posts, but she liked how they tried to scale it back. Planner Grahn thought Ms. Beatlebrox had raised a good point about a repetitive cookie-cutter look. That was something the Staff and the Board needed to address in the Guidelines to avoid having every lot on the street look the same.

Director Erickson pointed to how the garage was handled under the reddish building and the stone work, as well as the garage door itself. In this particular case 20% of the garage door face is glass, which will allow light to come out of the garage door. Mr. Erickson was comfortable with the garage door. Ms. Melville thought the recessing of the garage door was very helpful, as opposed to having the garage door straight on the sidewalk. Chair White agreed that because of the recessing the garage door becomes secondary.

Board Member Hodgkins asked why they would allow glass in any garage doors. Mr. Erickson replied that it was a trade-off. To some degree one band of windows adds interest and it keeps from having to always turn the light on in the garage. However, the opposite is worse. Mr. Erickson was willing to discuss it if the HPB preferred not to have glass glazing in garage doors.

Board Member Stephens referred to the house at 633 Park Avenue and he thought the garage door underneath should not have windows because the idea is to keep the garage from being visible. However, if he were building new construction on a 25' x 75' lot, he would want to honor the designs that were going on in Old Town, but he would also want to build a house that is more reflective of today. The elements to work with would be limited, but one of those elements would be a garage door. Mr. Stephens would like to have flexibility in his garage doors if that was all he had to work with to add architectural interest to the home. He was not in favor of clear glass, but a frosted glass that diffuses the light would work.

Director Erickson stated that the Staff was trying to prevent big blobs of garage light going down the street at night. Ms. Melville pointed out that an all glass door would not look compatible with the historic district. Mr. Stephen disagreed. He thought that new architecture could honor the designs of the past with roof forms and patterns of windows and doors.

The Board discussed lot size, garage doors and house frontage. Director Erickson reminded the Board that a primary guiding principle is rhythm and scale. He thought they might be able to address part of the garage door issue by watching the rhythm and scale, windows to door ratios, and openings on the fronts of the buildings. He emphasized that the Staff was focused on the issue of rhythm and scale in terms of roofs and windows. Mr. Erickson commented on negotiations that took place on one project for a more contemporary look. They had not yet seen the results of that negotiation.

Director Erickson suggested that they table this discussion and move on to the next example. Planner Grahn stated that they could have a more in-depth discussion when they reach that point in the Guideline revisions.

#### 1034 Woodside Avenue

The next photo was 1034 Woodside Avenue. Board Member Hodgkins thought this garage door was the same as the last one. He believed they would have a completely different reaction if the photograph was taken with the lights on inside of the garage. Mr. Hodgkins personally believed that garages are not historic to the neighborhood and they are not compatible. He understood that garages are currently allowed, and whether or not to allow garages was not part of the discussion this evening. Mr. Hodgkins expressed his preference to eliminate all glazing because it does not fit with the size and dimensions of a window, and the garages should appear to be more subterranean.

Board Member Melville looked at it from the standpoint of not wanting to turn on a light every time you go into the garage. Mr. Hodgkins pointed out that almost every garage has a light that turns on automatically whenever the door is opened. Ms. Melville clarified that she was talking about walking from the house into the garage.

Board Member Stephens thought the question was why the architect for 1034 Woodside recessed the garage door. If they looked at the plans he believed they would find that the property line was close to the house and the architect had to recess the garage to accommodate a second car. Otherwise, the developer would have tried to maximize the footprint and pull the garage out to the front. He pointed out that the City could not regulate that and force the developer to push back the garage. Ms. Melville thought the City could require the developer to push it back a little.

Director Erickson asked if the City regulates the depth of the garage frontage. Planner Grahn replied that it is done on a case by case basis. The only requirement is to provide two parking spots on-site; and they can either be exterior or interior or a combination of both. At that point the Code regulates the dimensions. Planner Grahn agreed with Mr. Stephens that the garage was recessed so they could get one car in the garage and one car in the driveway.

Mr. Stephens felt this particular house was honoring the architecture of Southern California rather than the architecture of Park City. Board Member Beatlebrox remarked that this house has the same scale and mass as the neighboring house. It has greenery in the front and a repetitive shape. Ms. Beatlebrox thought the question was whether or not it was compatible with the rest of the neighborhood. It is a modern house and not a historic home. She was unsure how they could legislate taste and tell people what they can or cannot have.

City Council Member, Cindy Matsumoto, stated that if the requirement for two parking spots was an issue, she thought the current City Council might be willing to look at changing the Code to require one parking spot to potentially reduce the number of cars in Park City. Ms. Melville was concerned that people would be parking all over the street if the on-site parking was reduced. She did not believe it would reduce the number of cars. Ms. Matsumoto replied that it goes with the idea of under parking the area to discourage people from bringing a car. If it would help create better design, she thought it was something the City Council might consider. Ms. Matsumoto clarified that it was only a suggestion. She agreed that reducing the on-site requirement could cause other problems.

Ms. Matsumoto stated that she was bothered by the pitch of the roof on this particular house at 1034 Woodside. Ms. Melville agreed, but she thought it was minor compared to some of the other things they were seeing.

Chair White thought the roof looked less shallow than what the Guidelines propose. He was not thrilled with the design of the house, but recessing the garage door rather than having it right at the street was a positive aspect. Ms. Melville agreed.

Board Member Hodgkins noted that they were not talking about the character zones that were presented at the last meeting. What they were looking at today were straight shots of a single building. It seems compatible with the streetscape given the tiny sliver they were seeing in terms of what was adjacent. He thought it was important to consider how the photo shown fits with the entire streetscape and what already exists. Mr. Hodgkins believed the Board was reacting to each photo in the broader context of the entirety of Old Town. He thought they needed to keep in mind the different character zones that were previously discussed.

Ms. Melville suggested that it would be helpful to take these addresses and walk the street to get a feel of how the building fits with the neighborhood.

### 801 Park Avenue

Planner Grahn presented a photo of 801 Park Avenue. She noted that the red building was the historic portion, the all glass transitional element was the transition, and the corrugated metal was the new addition.

Board Member Melville noted that there were eight buildings on the site. Planner Grahn asked the Board to focus the discussion on what was in the picture and not on the entire site and how it was developed.

Board Member Hodgkins thought this addition fit better than the example with the 1970s addition in terms of keeping the fenestration aligned across. He liked the fact that there was a clear delineation between what was historic and was it not. Board Member Hodgkins assumed many people would object to the square mass of the addition, but he did not object to the transition piece being glass because it sets it apart. He would have liked the addition to be more compatible in materials. Board Member Hodgkins thought the question was whether the mass of the addition was too big and the materials too different.

Board Member Melville thought it looked like a factory shed. Standing back and looking at the red house and the one up the hill, it was not quite so overwhelming, but it was still not a great transition.

Board Member Stephens remarked that in terms of patterns and rhythm on the street, he thought the new addition might have been more successful if the pattern of windows were more reflective to the size and scale of the historic building.

Director Erickson asked the Board to look at the party deck, the gazebo and the roof element. While they consider whether or not to continue to allow those types of things, he would ask Planner Turpen to talk about glazing and transitional elements. Mr. Erickson pointed to the utility box in the front yard and noted that the regulations were being changed to find better locations. He also asked the Board to consider whether the fence was affecting their overall vision of how this fits together. Board Member Melville thought the fencing made it look more like a factory. Mr. Erickson felt that it closed off the neighborhood.

Planner Turpen assumed the HPB remembered a conversation about determining the size of the transitional element. She noted that often times people only want to go in six inches before starting the transitional element. A constant battle between the Staff and the applicants is how much is enough. The Staff prefers something that is offset three or four feet in from the outside wall

and much lower than the high peak so it is subordinate and smaller than the rear wall and shorter than the tallest peak of the historic structure. Planner Turpen asked the Board for their thoughts on that type of regulation.

Board Member Beatlebrox thought it was important. She cautioned the Board to remember that they were looking at the side and not the front of the structure. The integrity of the historic structure is kept on the front. Therefore, from Park Avenue it looks good, but she agreed that it looks industrial from the side.

Board Member Holmgren thought chain link was prohibited in Old Town. Planner Grahn replied that she was correct. However, she was unsure whether the fence was chain link or a wire mesh material. Director Erickson noted that the Board could recommend prohibiting this type of wire mesh and replace it with vertical slat metal or other materials besides wood. The problem is that they are modern, contemporary materials. Board Member Melville agreed that it would not suggest compatibility with the historic.

Board Member Holmgren stated that she grew up on Guam and chain link was part of their life. However, they learned that painting it dark green or black almost made it invisible. She was opposed to chain link, but they could allow wire mesh as long as it is painted to minimize the visibility.

Board Member Hodgkins had an issue with the height of the fence. It did not appear friendly and he asked if the Board would consider regulating heights. Board Member Melville thought there were height requirements for fences along the sidewalk. Planner Grahn replied that it is a maximum of 4 feet and anything higher must be approved by the Planning Director and the City Engineer. Board Member Holmgren thought the fencing was high to keep in a dog. She assumed it was a dog kennel because of its location.

Board Member Stephens understood that fences could be six feet in the back and three feet in the front. This was a side yard and he was unsure of the height restriction for a side yard. He pointed out that for this building there was no back yard because of the zoning. The location of the fence is actually the only outdoor space other than the deck above. Mr. Erickson remarked that the groundscape was awkward and varied all the way through. In the upcoming Guidelines he would like to discuss groundscape and transitions.

### 943 Woodside

Planner Grahn presented a photo showing new construction at 943 Woodside. Board Member Hodgkins liked the garage. Planner Grahn asked what they thought about the garage being on such a long flat wall. She asked if they would like it better if there was another deck projecting above it to conceal it even more.



Board Member Hodgkins thought another deck would help with the mass and scale across the front. Board Member Melville assumed that the garage would eventually be demolished. Board Member Stephens thought it was missing rhythm and pattern.

Board Member Hodgkins asked if this structure met the 40 year requirement. Board Member Melville like how they were painting the duplex, triplex and fourplex different colors because it looked so much better. Board Member Hodgkins noted that it was similar to what was done at 537 Woodside. Ms. Melville hoped that would never occur again. Mr. Hodgkins pointed out that it was similar in that it was painted in three sections.

### 1021 and 1027 Woodside

Planner Grahn requested that the HPB look at both structures together. She noted that the garage doors were hidden, which is what the Board likes. She asked about the mass and scale.

Board Member Hodgkins asked if both structures were done at the same time. Planner Grahn was unsure. Board Member Stephens stated that there were actually four structures that were done by the same architect. In addition to these two it was also the historic blue house to the left. He recalled that the approval was denied because all four structures looked too similar and they were redesigned. Mr. Stephens pointed out that the difference was in smaller elements to make the structures look different.

Board Member Stephens remarked that the pattern of windows and spaces were inconsistent. Board Member Melville noted that the driveways get worse as it goes further down the hill. Director Erickson pointed out that this house and the previous house had cutouts in the corners to reduce the bulk and scale. He asked if the Board was comfortable with the smaller rectangular ones versus the larger ones in the previous home, or whether they should be eliminated entirely. Board Member Melville remarked that there was a lot of concrete in the front besides the driveway. Chair White stated that the approach stairs were not compatible with the District at all. He thought they should be narrower and turned a little.

Board Member Stephens asked how the dormers are addressed in terms rhythm and mass. Planner Grahn thought it depended on how close they were to the front wall plane. If a dormer is set back far enough it would not be so overwhelming. I would also help if it was broken up into multiple dormers as opposed to one giant wall. Planner Grahn noted that the dormers help achieve the gable and the higher ceilings without creating a chunkier rectangular mass. Mr. Stephens remarked that when a dormer on the second level flows all the way through to the first level without a break, it makes the mass too large. He thought

that goes back to rhythm and mass. He pointed out that traditionally a dormer would still have an eave coming out on it. In this particular case they did not even try to fake that appearance. Planner Grahn clarified that he was talking about the teal colored house. Mr. Stephens answered yes, but his comments also applied to the structure to the north.

Planner Turpen remarked that on historic homes they do not allow the wall plane to continue down from the dormer. It is required to be setback and lower than the ridge of the historic main gable roof. She was unaware of any recent new construction that has tried to do a dormer. Planner Grahn stated that there has been some but they were able to break it up so the dormer fits in and it becomes more of a bungalow design.

Board Member Stephens remarked that the intent is to give the Staff the tools they need to work with the applicant, particularly when an element does not work, and to make it clear so the Legal Department does not have to defend their decision.

Chair White remarked that under the current Code the third floor is required to be 10 feet back. He believed that requirement would help both of these structures significantly.

Board Member Hodgkins stated that given that these structures are located on Woodside in the residential neighborhood, and how far they are set back from the street, there was no space left for landscaping. If there was landscaping he believed it would help soften the buffer between the street and the house itself. He suggested that they might be objecting to the width of the stairs because they were so present due to the lack of landscaping space.

### 1063 Norfolk Avenue

Planner Grahn stated that 1063 Norfolk was a renovation of a historic house. Board Member Melville noted that the HPB had awarded a grant for the renovation. Planner Grahn remarked that the concrete foundation was a new basement addition and everything above it was the historic house. She noted that the owners did a lot of work to bring back the box bay windows and other historic features. For the purpose of this discussion, she requested that the Board focus only on the addition.

Board Member Melville stated that in her opinion the owners renovated a historic house and finished it off with modern elements at the street level. She noted that the concrete, the glass door and the garage door could be seen from the street. Instead of stone retaining walls they put in metal plates that were not used in any historic era. Ms. Melville thought it detracted from the historic structure. She thought the addition on the back was fine and it looked good from the side

coming down the steps. Her issue was how it looked in the front at the street level because it did not look like a historic house.

Board Member Beatlebrox stated that she had submitted this photo with an A rating because she thought it was new construction. She was shocked to find that it was an old historic building. Ms. Beatlebrox was bothered by the garage and the window treatment on the right-hand.

Board Member Melville did not think the dormer fit with the house. Ms. Beatlebrox agreed. She also did not like the light fixtures dropping down. Ms. Beatlebrox did like the entry with the broader stairs.

Director Erickson asked if the Board would be comfortable allowing the metal detail on concrete for a new home in the District. Board Members Beatlebrox, Holmgren and Stephens answered yes. Ms. Melville stated that she would not like it for new construction.

Director Erickson asked about doing the same thing on a historic home. Board Member Hodgkins thought it detracted from the historic nature of the building. He could not look at the building without staring at the modern piece, and he had difficulty even seeing the historic building. Director Erickson clarified that exposed concrete under a historic house was not acceptable, and the metal plate architectural detail should be discouraged in the guidelines for a historic home. Ms. Melville remarked that it was very modern hardscaping.

Board Member Stephens stated that the City was encouraging people to lift the historic homes and put in a garage. If that is the intent, the garage is new construction and they need to find a way to bring the old and the new together and compatible. In this example he thought the entrance was done very well. He personally liked the rust to break up the concrete. He pointed out that the concrete was new and the house was lifted. There is a new additional below and it is awkward to lift up a house. However, Mr. Stephens did not believe there was enough of a break between the historic house sitting on top and the concrete down below. He thought there should have been a plank going around the house to make the house feel like it was finished and separated from what was below.

Planner Grahn understood that the HPB wanted to make sure new foundations that are exposed are separated from the historic house. She agreed that if they could get the garage set back underneath the cross wing it would be less visual.

### 920 Empire and 916 Empire

Planner Grahn noted that both were contemporary houses that were recently finished. Board Member Melville thought the house on the right looked better

than the house on the left. She thought both structures looked okay in person from the street, and there was landscaping and less concrete.

Director Erickson noted that the building on the left was a different treatment of the garage doors. The garage door is almost in the face plane of the building, but it is recessed under the deck. There is some light at the door and it is a completely different door pattern than the contemporary doors previously shown. Director Erickson pointed out how the railing handles the deck.

Board Member Holmgren liked it. Board Member Beatlebrox rated it a B because the mass and scale was compatible with the rest of the neighborhood. She liked the tree in front of the door. Ms. Beatlebrox thought the modern elements made it clear that it was new construction and not a historic building. She was not opposed to the garage door.

Board Member Hodgkins was comfortable with it, but he preferred something that looked more pedestrian friendly. It may be the angle of the picture, but it appeared like you were staring directly into the garage door from the street. Ms. Hodgkins thought the pedestrian entrance coming and going seems secondary.

Planner Grahn asked for comments on 916 Empire. Board Member Melville thought this house came across a little better than the one at 920 Empire. Director Erickson pointed out that these were basically the same home with repetition in architecture. The only thing different was the football looking deck railing. Mr. Erickson thought the scale was good and the comments relative to the front door were appropriate. Board Member Melville thought the building on the right looked like two large garage doors across the front. Board Member Hodgkins thought it looked like the driveway was on a large slope. Board Member Beatlebrox replied that there was a slight slope to the driveway.

### 951 Woodside Avenue

Planner Grahn stated that this home was a historic preservation. She assumed the gable projecting over the porch roof was probably a new addition. Planner Grahn asked what the Board thought about the proximity of the gable to the peak of the roof.

Board Member Hodgkins stated that he did not mind the gable, but it would have been better in a different color to give the appearance of a different building. Board Member Melville like this one better than 1063 Norfolk because there were planter beds instead of concrete. Mr. Hodgkins agreed that the landscaping made it better. He also liked the fact that you were not staring straight down the driveway. Ms. Melville liked how the new foundation was not so prominent.

Planner Grahn presented the last example, which was new construction. She thought it was evident that they tried to tie modern with the flat roof garage. Board Member Hodgkins asked if the garage was built at the same time or if it was an addition. Planner Grahn did not think it was an addition. Board Member Stephens remarked that the property to the north will be condos. Chair White thought it looked like a party deck over the garage. Planner Grahn assumed the wall was tall for protection against the hot tub.

Board Member Melville recalled that this structure was completed in 2009. Board Member Hodgkins remarked that he asked if the garage was an addition because it looked “weird”, as though it was built at a different time. He thought it looked like the house was added in the 1950s and the garage was added later. Ms. Melville remarked that there were three buildings and they all had a mix of corrugated metal and wood. She thought it was a pseudo-industrial design look. Mr. Hodgkins asked if that was a bridge to the garage. Board Member Stephens answered yes. He explained that what they were not seeing in the photo was a stairway down to the main level.

Director Erickson thought this was a good example of how they regulate for height on downhill slopes and getting the single story no higher than 35 feet. He pointed out that the regulation was generally working. Mr. Erickson stated that the garage was complicated but the height of the building seems to stay in the rhythm and scale.

Planner Grahn had no other examples to present.

Board Member Melville had prepared a handout with photos that she had taken of specific structures. She started with historic house renovations that she thought were particularly well-done.

The first home was the red house at 575 Park Avenue. It was renovated in 2010 and there was an addition on the back that was not visible from the front. There was no garage and only a driveway, which she thought was nice on Park Avenue.

The second home was 68 Prospect. There was no garage, but there is a side lot that could accommodate a garage. Ms. Melville stated that the house was really deteriorated before it was renovated. She noted that that there is a huge addition on the side that is not noticeable.

The third photo was 146 Main Street, which in her opinion, was the gold standard of a historic renovation. The garage was added on the side, the house looks great. There was a large addition on the back but from the street level the structure retains its character.

The next photo was 343 Park Avenue. This renovation was recently completed. A garage was not added. A large addition to the back was barely visible. She noted that the owner added a lower level but the front was not altered.

The next photo was the yellow house at 147 Ridge Avenue. It was one of her gold standards. An addition was added to the right and there was a middle connector. The white house was actually the garage but it appeared to be all one. Ms. Melville pointed out that the little yellow cottage was still on the ridge.

The next photo was 1049 Park Avenue. This project was finished this year and she thought it was very well done. Ms. Melville noted that a similar project down the street had caused the Planning Department a lot of trouble. She had recommended 1049 Park Avenue for the preservation award because it was done nicely without a trouble.

Ms. Melville presented photos of 901 Norfolk which was recently finished. She thought it turned out pretty well except for the large amount of concrete in the front. Planner Grahn explained that when they lifted the house it would have left a lot more of the foundation exposed. She believed that once they put in some plantings it would retain more of the hillside look. Ms. Melville thought plantings would help but she still thought the concrete was overwhelming. In her opinion it would have looked better if they had faced it with stone. She thought it had a good street presence with the exception of the concrete.

The next photo was 964 Empire. Ms. Melville stated that she was unsure when it was done but he has always admired this building. Board Member Stephens stated that it was done in 2006. Ms. Melville recalled that the building was moved up the hill and turned. It has a garage on the side and a lawn in the front. She thought the addition was a gold standard of a nice addition.

Board Member Melville had photos of the project in process at 264 Ontario. She thought it was looking good. Chair White was the architect and it would be completed in January. Ms. Melville noted that the little old house in the front still looks like the same house it always was. Mr. White remarked that the addition is a slightly different color to differentiate the old from the new. He noted that there was a transition piece that does not show on the photo.

Board Member Melville presented photos of examples where she thought the historic house was overwhelmed by the addition. One was at 429 Park Avenue. She noted that the green house on the right was the historic house and there was a giant house behind it that keeps it from looking like a historic house.

Ms. Melville noted that on 80 King Road the orange part was the little old house, but they built a new house all around it. Chair White pointed out that the orange

part was originally a shed and it was all that was there. Ms. Melville did not believe the structure retained any sense of historic.

Board Member Melville presented photos of what she thought were poor examples of historic renovation because it was difficult to identify the historic house. One example was 535 Park Avenue. There was large stone at the lower level and there was no entrance to the house from the street. Ms. Melville had the same complaint with 124 Daly. It was recently completed and she was unable to identify the historic house from any angle. Chair White remarked that the only historic piece that was there was the little gable on the left. Mr. Stephens agreed that there was only a flat wall and no building. Ms. Melville presented photos of 41 Sampson which had a nice setting with a little house down below. Now you only see the garage on the left instead of the house. She could not find the historic house in this structure. Board Member Melville referred to the garage at 109 Woodside and understood that it received a grant years ago. She pointed out that it was a historic shed that was rebuilt, but it looks like a brand new garage with no sense of history.

Board Member Melville presented photos of structures with incompatible features. The first was 1061 Norfolk which the Board discussed earlier in terms of incompatible features. She commented on the structure at 528 Park Avenue had pointed to the crank out windows on the south side that were incompatible.

Board Member Melville presented photos of new construction that she thought were compatible. The first was 918 Empire, which she thought fit nicely with the historic neighborhood. The next photo was a new duplex at 1110 and 1114 Empire which was for sale. She noted that the buildings looked better in person than in the photo. She thought they had done a good job considering it was a duplex. Another recently completed project was 1016 Lowell, which was for sale. Ms. Melville thought the structure fits in because it is small in scale on the front but has a large addition on the side. She thought the reconstruction at 109 Main fit in well with Old Town. Board Member Stephens noted that the historic building was torn down and a similar structure was built on the same footprint.

Board Member Melville presented photos of other new construction that she thought was compatible, which included 108 Park Avenue and 206 Swede Alley. Ms. Melville stated that she was on the fence as to whether the building at 520 Park Avenue fits with Old Town. It goes down the hill fairly well and it only has one garage. However, it looks very large from the side and there is another level below the street. She thought it looked more like a suburban house from the front; however she was not opposed to it.

Board Member Melville presented photos of structures that she thought were completely incompatible. One was the triplex at 537 Woodside that was turned into a single house. Another was 1134 Lowell which she did not think looked

compatible at all with the Historic District. Board Member Beatlebrox disagreed. She thought it was the right size and scale. She thought it was a cute little modern house. Ms. Melville thought the size and scale were right, and noted it was limited by the size of the lot. She remarked that it was clearly a contrasting house to the Historic District but in her opinion it was not compatible.

Director Erickson stated that looking at the home in context to the homes next to it, this one looks to be hiding behind the other homes. However, it is out of rhythm on the façade that effects how it works. He pointed to the rhythm and pattern of the windows underneath of the fascia and stated that if they did the Guidelines correctly it would be possible to do a better job of getting those windows in rhythm and scale with the rest of the neighborhood. Board Member Melville reiterated that she did not believe that 1134 Lowell fit with the Historic District. Board Member Hodgkins thought the garage door was done really well.

Board Member Melville thought 333 Main Street looked horrible on the Park Avenue side. She noted that in the past the only thing on the Park Avenue side was the back of the building and lots of large pine trees. After the reconstruction the Park Avenue side has decks, entrances, and a pullout. She questioned whether it was built to the same plans that were submitted to the Planning Department. She recalled that the plans showed a solid wall with the trees put back. Ms. Melville thought it was sad that a beautiful building became a large incompatible structure because it changed the character of the street.

Director Erickson stated that the Staff toured this section of Park Avenue last Wednesday and he thought the negative effect of green roofs as a mitigation for decks was evident. He believed there was no way to achieve a reasonable separation between the private spaces of the condo and the street with the green roof. Mr. Erickson stated that the most disturbing feature at night is the stairwell. It is 90 degree glass that is lit all night long.

Board Member Melville presented a photo of 411 Main Street and questioned how the structure was allowed to be so big. The third level does not step back and the garage is two massive. She looked at 1024 Norfolk several times and thought it looked like a modern tract house. It is too modern and the glass garage door does not fit. Chair White remarked that the scale and massing were compatible but that was all. Ms. Melville referred to 426 Woodside. At first she did not think it was too bad until they made the entire base concrete. Ms. Melville presented photos of 16 Sampson and 201 Norfolk. The green part was the old house with peak roofs. Construction was stopped for a while but the addition has a flat roof. Chair White stated that the right side was not historic. Ms. Melville understood that none of it was historic, but she wanted to know why they would put an addition on the left side with a flat roof that was not compatible with the existing structure on the right. She pointed out that all of the windows were ultra-modern and did not relate to the green house at all.



Board Member Melville presented a photo of Echo Spur and thought it was part of the green roof problem. A realtor sign advertises it as the “New Look of Old Town”. She asked if it was really compatible. Director Erickson stated that the Staff was working hard on trying to address flat roofs in the Historic District. He remarked that the Staff would come back to the HPB for a discussion regarding flat roofs. Mr. Erickson did not want party decks looking downhill into someone’s home.

Board Member Melville had included a photo of Fletchers because she thought it turned out well and fits with the street. Ms. Melville noted that the Old April Inn at 625 Main Street was being reconstructed. She thought it was unfortunate that the second level was being reconstructed into three large condos instead of the 12 hotel rooms that currently exist. Ms. Melville remarked that it was new construction that fits in and everyone uses it as an example of Classic Park City. She stated that there can be new construction on Main Street that does not look ultra-modern, and that is very classic and fits in.

Board Member Melville thought the Silver Queen at 625 Main Street was a beautiful building. It looks new but it fits with Main Street.

Ms. Melville did not think anyone would find 333 Main Street to be compatible with Main Street. It also contributes to the problem on Main Street because the large condos are not hot beds, and the large retail spaces could encourage large chain stores. Ms. Melville pointed out that 205 Main Street would eventually be nothing but garage doors. She thought these were two examples of very incompatible new buildings on Main Street.

Board Member Melville clarified that there were many more examples of buildings that were well-done that she had not included in her handout.

Director Erickson asked if the Board Members concurred with Ms. Melville’s assessment of the buildings she presented. Board Member Beatlebrox stated that she agreed with her assessment except for 1134 Lowell.

Director Erickson thanks the Board for their comments. He anticipated having a larger garage discussion as part of revising the Guidelines.

The meeting adjourned at 6:57 p.m.

Approved by \_\_\_\_\_  
David White, Chair

## Historic Preservation Board



Planning Department

## Historic Preservation Board Staff Report

**Author:** Anya Grahn, Historic Preservation Planner  
**Subject:** Material Deconstruction Review  
**Address:** 1445 Woodside Avenue  
**Project Number:** PL-15-02871  
**Date:** January 6, 2015  
**Type of Item:** Administrative – Material Deconstruction

### **Summary Recommendation:**

Staff recommends the Historic Preservation Board review the application, conduct a public hearing, and approve the demolition of non-historic materials at 1445 Woodside Avenue.

### **Topic:**

**Address:** 1445 Woodside Avenue  
**Designation:** Significant  
**Applicant:** Jennifer Hughey (represented by architect Jonathan Degray)  
**Proposal:** The applicant is requesting to remove: a non-historic portico on the front façade; the front door; a secondary entrance (door, stairs, railing) on the south elevation; a rectangle of approximately 21.5 feet by 14.5 feet of the rear wall of the historic house; the roof the non-historic garage to accommodate a new second level addition; and a rectangle of approximately 19 feet by 29 feet of the non-historic garage wall.

### **Background:**

On December 17, 2015, City Council approved Land Management Code amendments requiring the Historic Preservation Board to review and approve, approve with conditions, or deny all Applications of Material Deconstruction involving any buildings designated to the Historic Sites Inventory. Material Deconstruction is defined in LMC 15-15-1.163 as:

*The disassembly of structures for the purpose of salvaging and reusing as many of the construction materials or building components. In some cases, deconstruction or dismantling may be used to remove non-historic materials from a historic site or structure or to remove those historic construction materials or building components that are beyond repair.*

The Historic Preservation Board's demolition review should include the following:

- Routine Maintenance (including repair or replacement where there is no change in the design, materials, or general appearance of the elements of the structure or grounds) does not require Historic Preservation Board Review (HPBR).
- The partial demolition is required for the renovation, restoration, or rehabilitation of the building, structure, or object.

- Proposed exterior changes shall not damage or destroy the exterior architectural features of the subject property which are compatible with the character of the historic site and are not included in the proposed scope of work.
- The proposed scope of work mitigates any impacts that will occur to the visual character of the neighborhood where demolition is proposed to occur; any impacts that will occur to the historical significance of the buildings, structures, or objects located on the property; any impact that will occur to the architectural integrity of the buildings, structures, or objects located on the property; and any impact that will compromise the structural stability of the historic building.
- The proposed scope of work mitigates to the greatest extent practical any impact to the historical importance of other structures located on the property and on adjacent parcels.
- Any addition to a Historic Building, Site, or Structure has been found to be non-contributory to the historic integrity or historical significance of the structure or site.

On July 29, 2015, the Planning Department received a Historic District Design Review (HDDR) Application. The application was deemed complete on August 19, 2015. The applicant is vested under the pending ordinance because the application was not deemed complete until after the pending ordinance was drafted. The Historic District Design Review (HDDR) application has not yet been approved, as it is dependent on HPB's approval. For this reason, staff requests that the HPB review this Material Deconstruction request.

The following Material Deconstruction work is proposed:

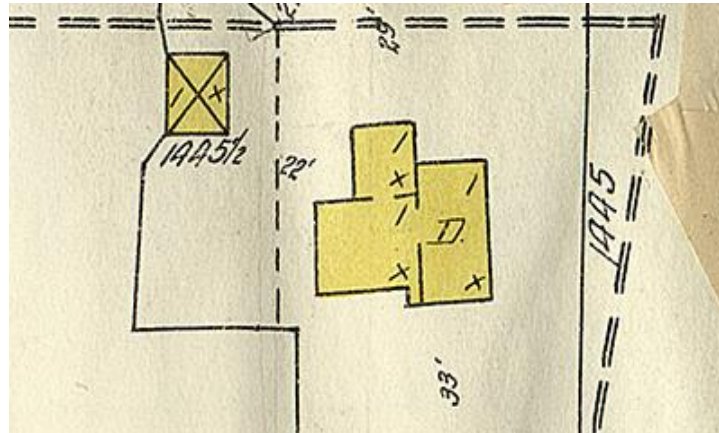
1. Remove the existing non-historic portico on the front façade.
2. Remove the existing front door.
3. Remove a secondary entrance on the south elevation, including the existing door, concrete stairs, and railing.
4. Remove a portion of the rear wall of the historic house, measuring approximately 21.5 feet by 14.5 feet, as well as a portion of the roof on the rear of the house.
5. Remove the gable roof of the non-historic garage.
6. Remove a portion of the north wall of the non-historic garage, measuring approximately 19 feet by 29 feet, as well as a portion of the roof above this area.

In 2010, the Frandsen Subdivision Amended was recorded. This plat amendment created three lots, including Lot 1 which is 1445 Woodside Avenue. Façade easements were granted for the original Lot A, 1439 Woodside Avenue, but not for 1445 Woodside Avenue. Staff believes that 1445 Woodside Avenue was not included as it is a historic reconstruction and not a historic structure.

**Analysis:**

Due to the extensive scope of work required to renovate the house and construct an addition, this project required HDDR review and approval. The HDDR was vested under the pending ordinance and staff is requesting that the HPB review the proposed Material Deconstructions.

The house was originally constructed c. 1898, per the Historic Site Inventory (HSI) Form, as a hall-parlor with no front porch. By the 1929 Sanborn Fire Insurance Map, two (2) large one-story additions had been constructed along the rear wall of the hall-parlor form. Further, there was an accessory structure in the rear yard, identified as 1445-1/2 Woodside Avenue.



In 1992, the historic house appears to have suffered from severe fire damage as a building permit was issued to demolish and reconstruct it on September 15, 1992. The property also received a Historic Incentive Grant in the amount of \$5,000 to restructure the roof, repair damaged siding and trim, as well as paint the historic house that same year; it is unclear whether this grant was to finance the reconstruction work following the fire or was granted prior to the fire. In 1993, the Board of Adjustment (BOA) granted a variance to reduce the side and rear yard setbacks in order for the property owner to construct a single-car garage and concrete driveway. A Certificate of Occupancy was issued on November 20, 1996.

Given the dates of the building permits issued for these improvements and the extensive scope of work, staff finds that this house was reconstructed between 1993 and 1996, and a single-car garage was also built at that time. Further, staff has confirmed the HSI form's findings that the siding, windows, doors, portico, and other features of the house are of new materials and are not historic. Staff finds that this house was reconstructed following the fire and it is likely little to no historic material was salvaged from the fire and reused on the reconstruction of the house.

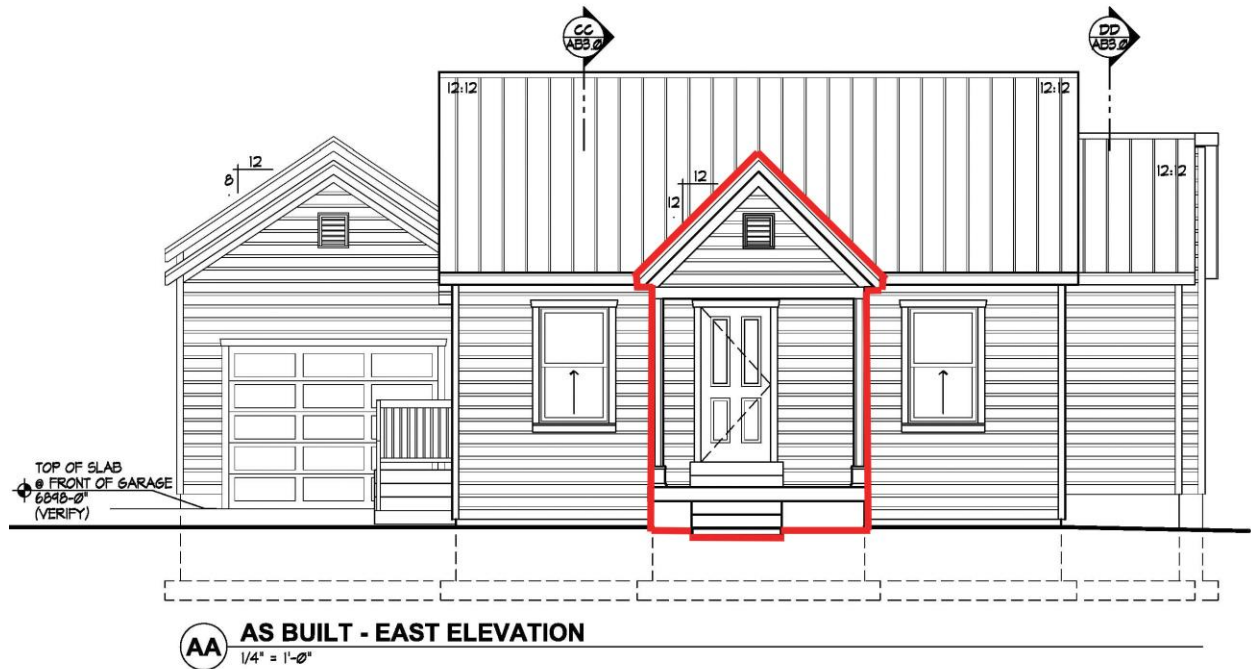
The following Material Deconstruction work is proposed:

1. Remove the existing non-historic portico on the front façade.

The applicant intends to remove the existing portico on the front façade. This portico serves as a covered entry to the front door and consists of a poured concrete landing, two (2) porch posts, and a gabled roof above the front door. No porch is shown on the historic Sanborn Fire Insurance Maps; however, the portico does contribute to the historic appearance of the house. The materials on the portico are not historic. The applicant will be removing the portico to replace it with a new full-width front porch that is in keeping with the style and form of the house.

As the applicant will be replacing the porch with a new full-width front porch, the proposed work mitigates any impacts that will occur to the historical significance of the building and any impact that will occur to the architectural integrity of the building.

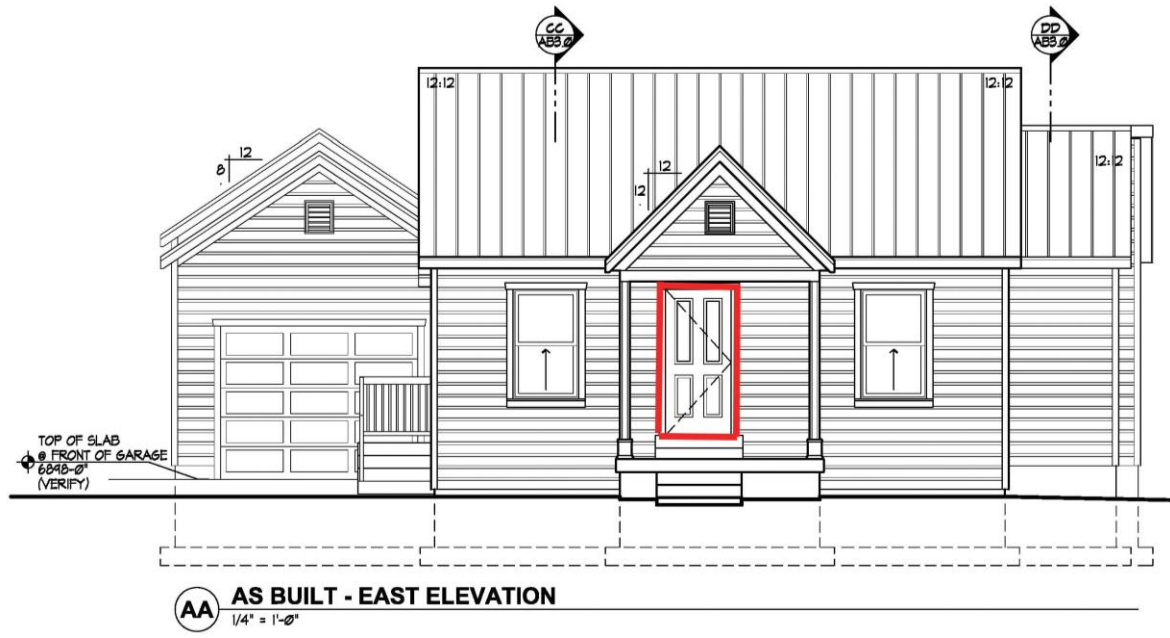
Diagram 1: Red outline shows the portion of the porch to be removed.



2. Remove existing front door.

The applicant intends to remove and replace the existing front door. No changes to the size or scale of the door are proposed at this time. Staff finds the proposed exterior change shall not damage or destroy the exterior architectural features of the subject property which are compatible with the character of the historic site.

Diagram 2: Red outline shows the door to be removed.

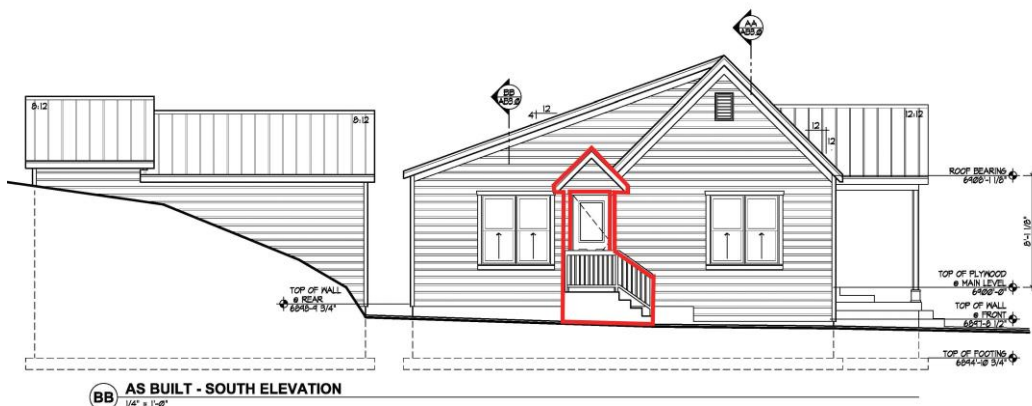


3. Remove a secondary entrance on the south elevation, including the existing door, concrete stairs, and railing.

There is an existing side entrance to the house on the south elevation, accessible from the driveway. This entrance consists of a door, projecting gable roof, concrete stairs and landing, and wood railing. The location of this door is centered between the gable of the hall-parlor and the shed-roof addition, suggesting that it was not original to the historic house. The applicant intends to remove this entrance altogether and re-patch the wall with siding to match the existing.

Staff finds that the proposed exterior change shall not damage or destroy the exterior architectural features of the subject property which are compatible with the character of the historic site.

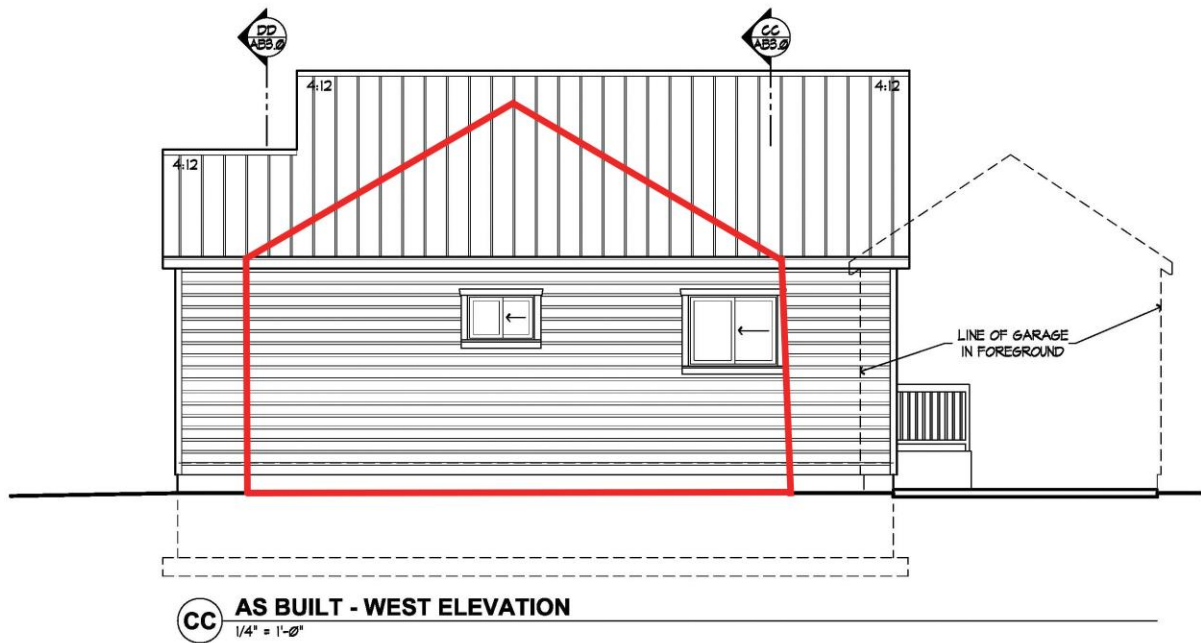
Diagram 3: Red outline shows the side entrance and door to be removed.



4. Remove a portion of the rear wall of the historic house, measuring approximately 21.5 feet by 14.5 feet, as well as a portion of the roof on the rear of the house. In order to accommodate the new rear addition, which will connect the back of the house to the garage, the applicant intends to remove a portion of the rear wall of the existing house. This shed-roof addition was constructed as part of the 1993-1996 remodel/reconstruction. It is not constructed of historic materials.

Staff finds that the proposed partial demolition is required for the renovation of the building.

Diagram 4: The red outline shows the portion of the rear wall that will be removed to accommodate the new addition.

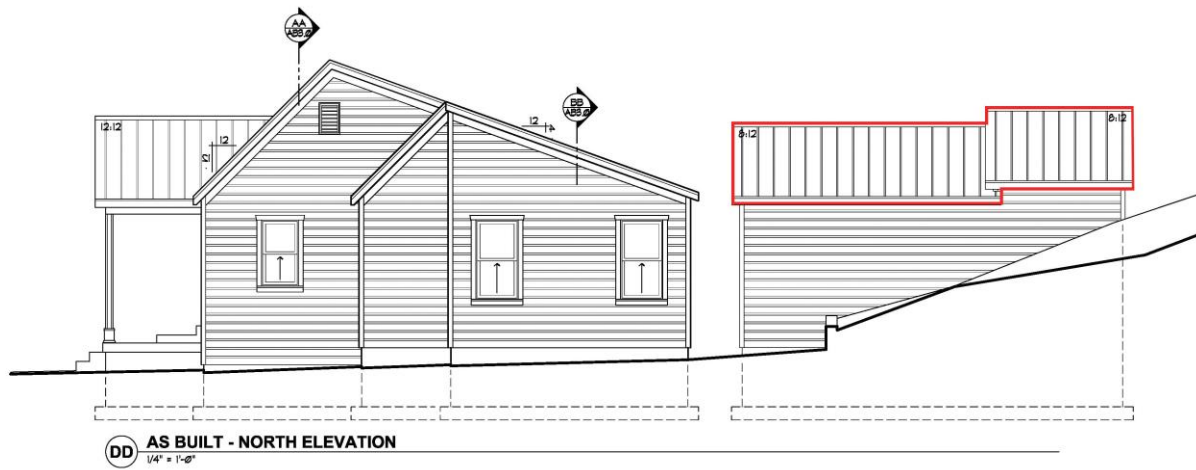
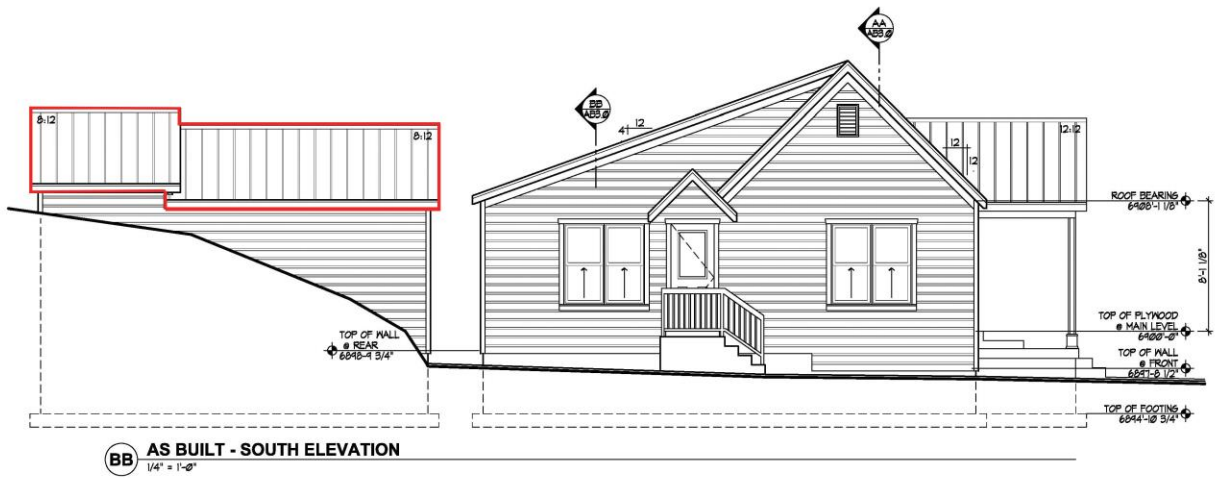


5. Remove the gable roof of the non-historic garage. The applicant intends to remove the gable roof of the non-historic garage in order to construct a second level living space above the existing garage. This garage is not a historic reconstruction, but rather was a new addition to the site constructed in 1993. The applicant will remove the roof in its entirety to construct the new second floor addition.

Staff finds that the proposed partial demolition is required for the renovation of the building.



Diagram 5: The red outline shows the portion of the garage that will be removed.

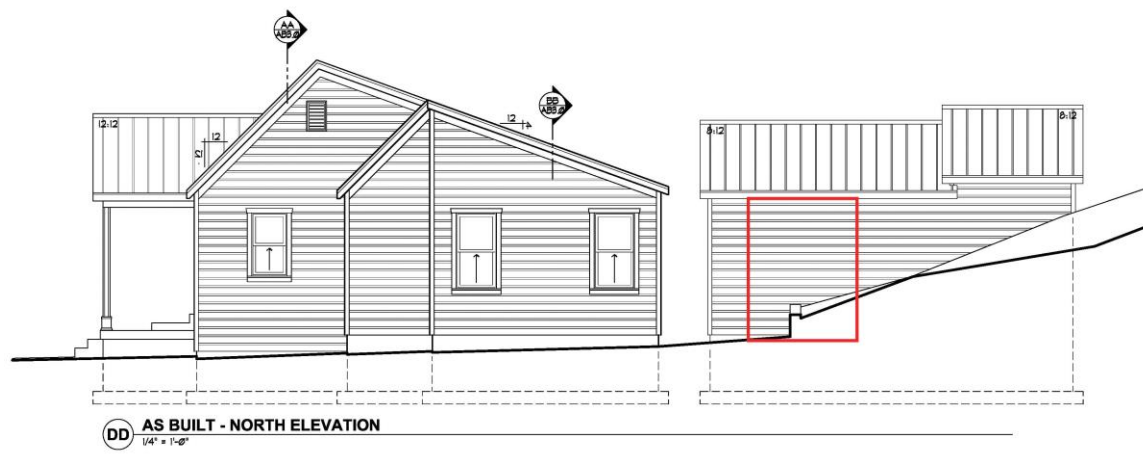


6. Remove a portion of the north wall of the non-historic garage, measuring approximately 19 feet by 29 feet.

The applicant will remove a portion of the non-historic garage wall in order to connect the new addition to the garage. As previously mentioned, the garage was constructed c.1993 and is not historic, nor is the garage a historic reconstruction.

Staff finds that the proposed partial demolition is required for the renovation of the building.

Diagram 6: The red outline shows the portion of the garage wall to be removed.



A full page outlining in red all of the materials to be removed is included as Exhibit C.

**Recommendation:**

Staff recommends the Historic Preservation Board review the application, conduct a public hearing, and approve the Material Deconstruction of non-historic materials at 1445 Woodside Avenue.

**Finding of Fact:**

1. The property is located at 1445 Woodside Avenue, Lot 1 of the Frandsen Subdivision, Amended.
2. The historic house is listed as Significant on the Historic Sites Inventory.
3. The house was originally constructed c. 1898, per the Historic Site Inventory (HSI) Form, as a hall-parlor with no front porch. In 1992, the historic house appears to have suffered from severe fire damage as a building permit was issued to demolish and reconstruct it on September 15, 1992.
4. Staff has confirmed the HSI form's findings that the siding, windows, doors, portico, and other features of the house are of new materials and are not historic. Staff finds that this house was reconstructed following the fire and it is likely little to no historic material was salvaged from the fire and reused on the reconstruction of the house.
5. On July 29, 2015, the Planning Department received a Historic District Design Review (HDDR) application for the renovation of the historic house at 1445

Woodside Avenue; the application was deemed complete on August 19, 2015. The HDDR application is still under review by the Planning Department.

6. The applicant will remove the existing non-historic porch on the front façade and replace the existing front door. As the applicant will be replacing the porch with a new full-width front porch, the proposed work mitigates any impacts that will occur to the historical significance of the building and any impact that will occur to the architectural integrity of the building.
7. The applicant will also remove a secondary entrance on the south elevation, including the existing non-historic door, concrete stairs, and railing. The proposed exterior change shall not damage or destroy the exterior architectural features of the subject property which are compatible with the character of the historic site.
8. The applicant will remove a portion of the rear wall of the house, measuring approximately 21.5 feet by 14.5 feet, as well as a portion of the roof on the rear of the house in order to accommodate the new addition. The material on this wall is not historic and the addition was not a historic reconstruction, but rather a new addition constructed around 1993-1996. The partial demolition is required for the renovation of the building.
9. The applicant will also remove the gable roof of the non-historic garage to construct a second level addition above the garage. The partial demolition is required for the renovation of the building.
10. The applicant will remove a portion of the north wall of the non-historic garage, measuring approximately 19 feet by 29 feet, as well as a portion of the roof above this area. The partial demolition is required for the renovation of the building.

**Conclusions of Law:**

1. The proposal complies with the Land Management Code requirements pursuant to the HR-M District and the pending ordinance.

**Conditions of Approval:**

1. Final building plans and construction details shall reflect substantial compliance with the HDDR proposal stamped in on November 23, 2015. Any changes, modifications, or deviations from the approved design that have not been approved by the Planning and Building Departments may result in a stop work order.

**Exhibits:**

Exhibit A – Historic Sites Inventory Form

Exhibit B – Elevation Drawings and Floor Plan of Existing Historic House and Garage

Exhibit C – Identification of materials to be removed

# HISTORIC SITE FORM - HISTORIC SITES INVENTORY

PARK CITY MUNICIPAL CORPORATION (10-08)

## 1 IDENTIFICATION

Name of Property:

Address: 1445 Woodside Avenue

AKA:

City, County: Park City, Summit County, Utah

Tax Number: FRAND-C

Current Owner Name: Jennifer Hughey Parent Parcel(s): SA-222, SA-209, SA-217-A & SA-221

Current Owner Address: 2310 W St. Paul, Chicago, IL 60647

Legal Description (include acreage): 0.11 acres; Lot C Frandsen Subdivision.

## 2 STATUS/USE

Property Category

- building(s), main
- building(s), attached
- building(s), detached
- building(s), public
- building(s), accessory
- structure(s)

Evaluation\*

- Landmark Site
- Significant Site
- Not Historic

Reconstruction

- Date:
- Permit #:
- Full  Partial

Use

Original Use: Residential  
Current Use: Residential

\*National Register of Historic Places:  ineligible  eligible  
 listed (date: )

## 3 DOCUMENTATION

Photos: Dates

- tax photo:
- prints:
- historic: c.

Drawings and Plans

- measured floor plans
- site sketch map
- Historic American Bldg. Survey
- original plans:
- other:

Research Sources (check all sources consulted, useful or not)

- abstract of title
- tax card
- original building permit
- sewer permit
- Sanborn Maps
- obituary index
- city directories/gazetteers
- census records
- biographical encyclopedias
- newspapers

- city/county histories
- personal interviews
- Utah Hist. Research Cent.
- USHS Preservation Files
- USHS Architects File
- LDS Family History Library
- Park City Hist Soc/Museum
- university library(ies):
- other:

Bibliographical References (books, articles, interviews, etc.) Attach copies of all research notes and materials.

Blaes, Dina & Beatrice Lufkin. "Final Report." Park City Historic Building Inventory. Salt Lake City: 2007.  
 Carter, Thomas and Goss, Peter. *Utah's Historic Architecture, 1847-1940: a Guide*. Salt Lake City, Utah: University of Utah Graduate School of Architecture and Utah State Historical Society, 1991.  
 McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1998.  
 Roberts, Allen. "Final Report." Park City Reconnaissance Level Survey. Salt Lake City: 1995.  
 Roper, Roger & Deborah Randall. "Residences of Mining Boom Era, Park City - Thematic Nomination." National Register of Historic Places Inventory, Nomination Form. 1984.

## 4 ARCHITECTURAL DESCRIPTION & INTEGRITY

Building Type and/or Style: Hall-Parlor / Vernacular style

No. Stories: 1

Additions:  none  minor  major (describe below) Alterations:  none  minor  major (describe below)

Number of associated outbuildings and/or structures:  accessory building(s), # \_\_\_\_;  structure(s), # \_\_\_\_.

General Condition of Exterior Materials:

- Good (Well maintained with no serious problems apparent.)

Researcher/Organization: Dina Blaes/Park City Municipal Corporation

Date: November, 08



1. Historic Era:

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

Park City was the center of one of the top three metal mining districts in the state during Utah's mining boom period of the late nineteenth and early twentieth centuries, and it is one of only two major metal mining communities that have survived to the present. Park City's houses are the largest and best-preserved group of residential buildings in a metal mining town in Utah. As such, they provide the most complete documentation of the residential character of mining towns of that period, including their settlement patterns, building materials, construction techniques, and socio-economic make-up. The residences also represent the state's largest collection of nineteenth and early twentieth century frame houses. They contribute to our understanding of a significant aspect of Park City's economic growth and architectural development as a mining community.<sup>2</sup>

2. **Persons** (Describe how the site is associated with the lives of persons who were of historic importance to the community or those who were significant in the history of the state, region, or nation):

3. **Architecture** (Describe how the site exemplifies noteworthy methods of construction, materials or craftsmanship used during the historic period or is the work of a master craftsman or notable architect):

## 6 PHOTOS

Digital color photographs are on file with the Planning Department, Park City Municipal Corp.

**Photo No. 1:** East elevation. Camera facing west, 2006.

**Photo No. 2:** Southeast oblique. Camera facing northwest, 1995.

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<sup>2</sup> From "Residences of Mining Boom Era, Park City - Thematic Nomination" written by Roger Roper, 1984.



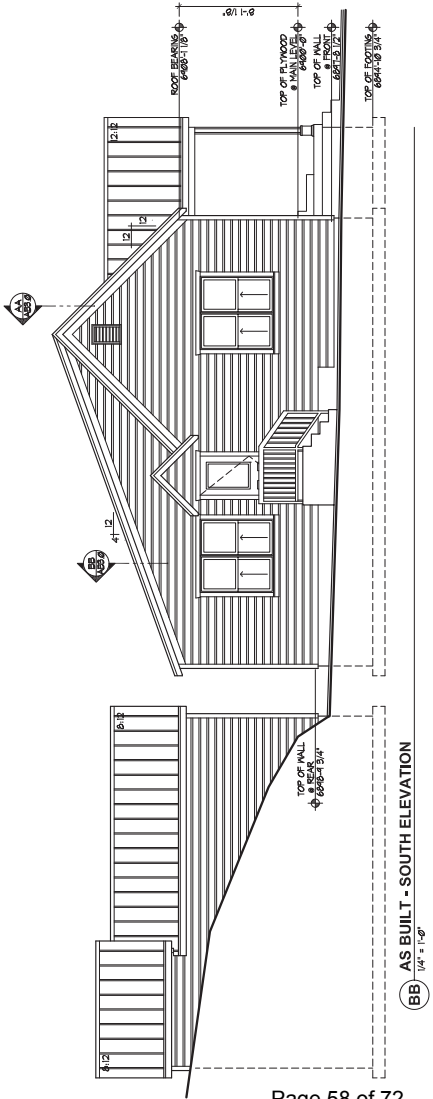
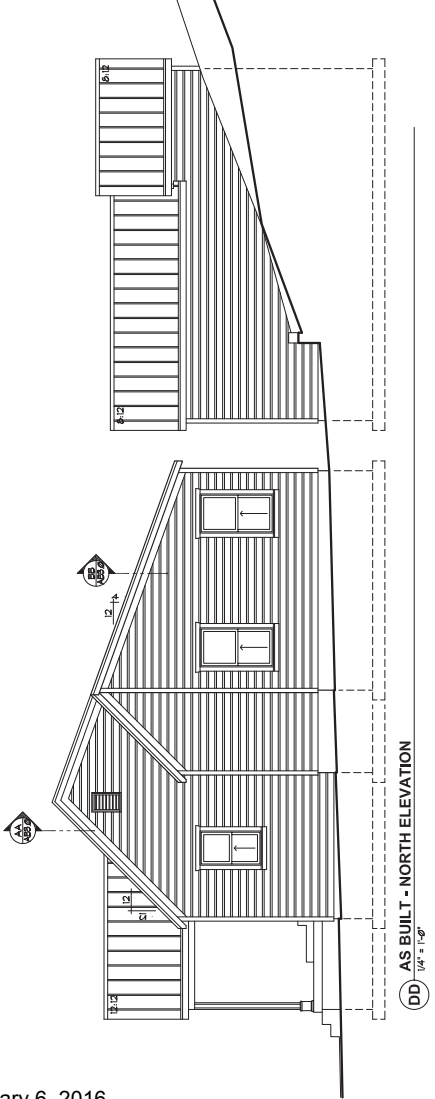
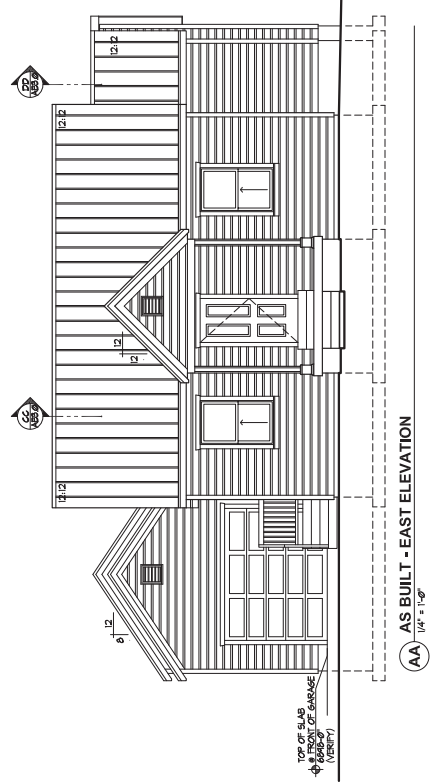
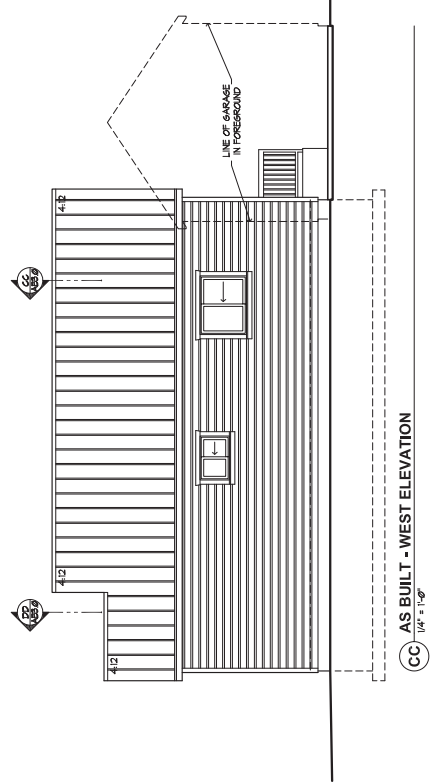












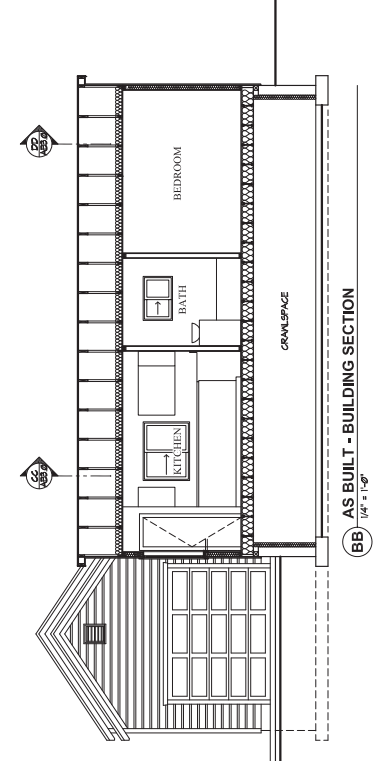
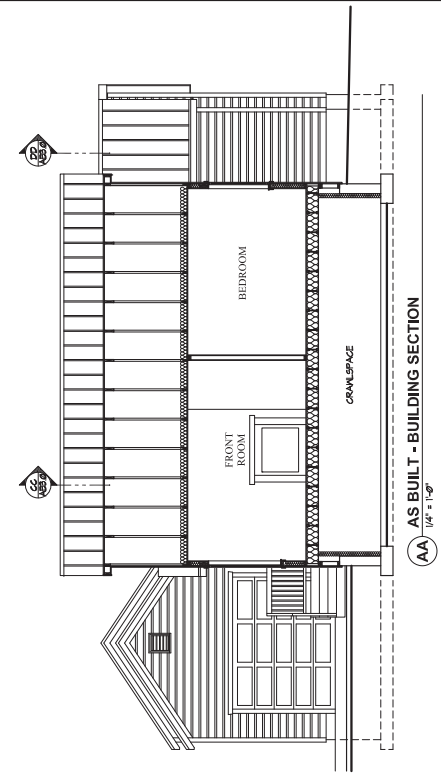
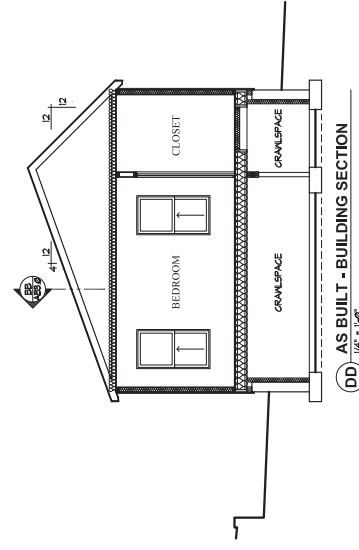
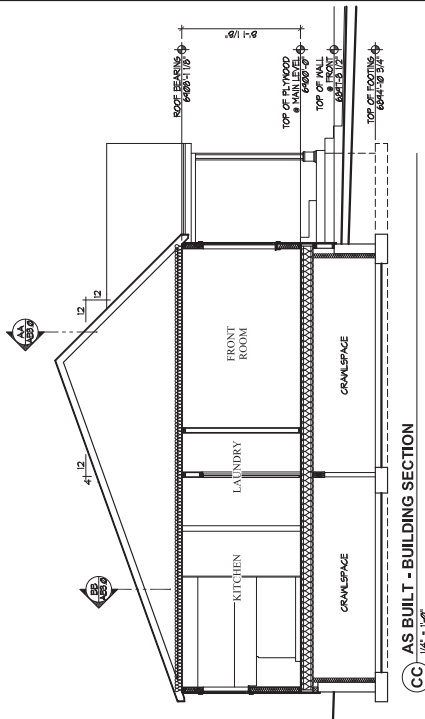
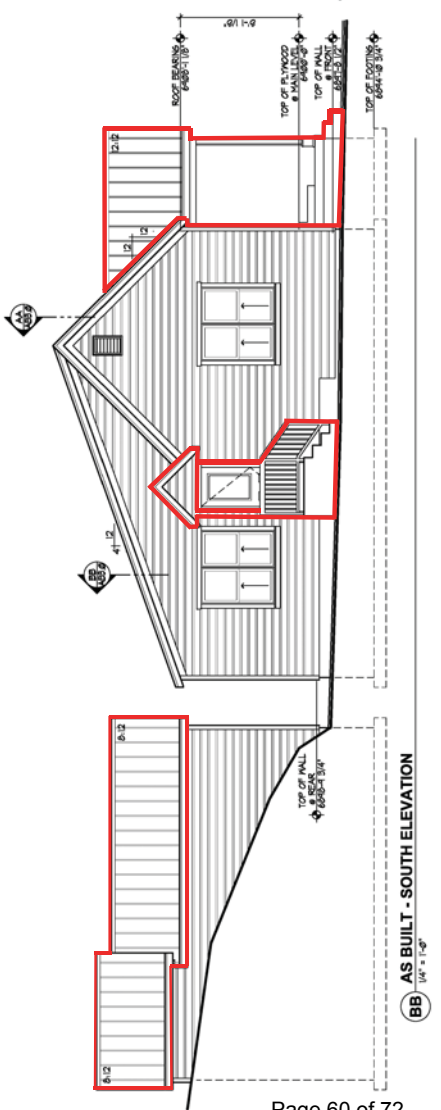
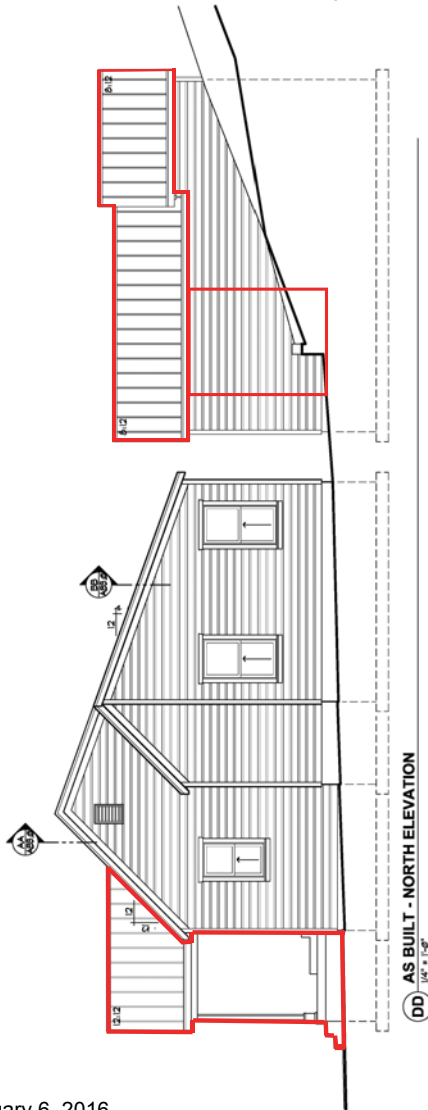
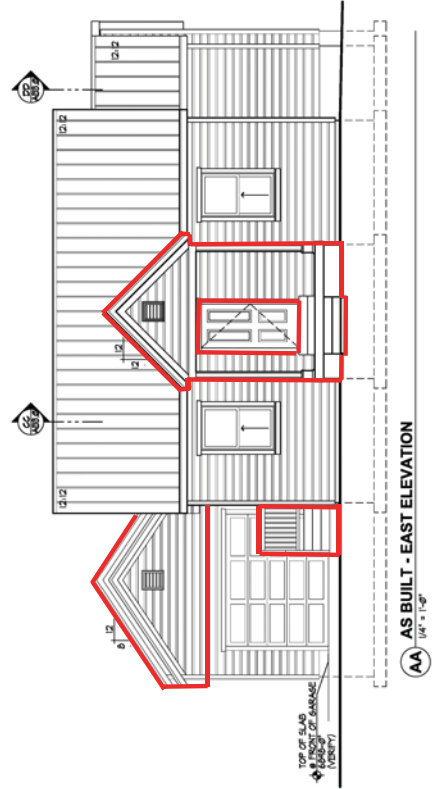
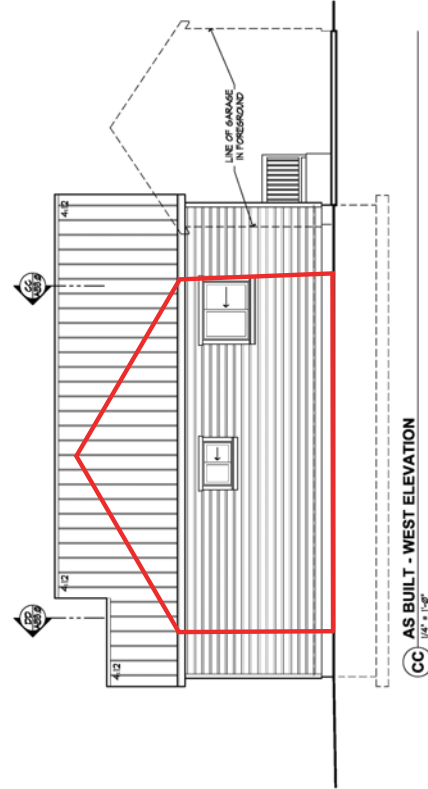


Exhibit C



# Historic Preservation Board Staff Report



**Subject:** Design Guideline Revisions  
**Author:** Anya Grahn, Planner  
Hannah Turpen, Planner  
**Date:** January 6, 2016  
**Type of Item:** Regular Session  
**Project Number:** GI-13-00222

## **Summary Recommendations**

Staff has committed to routinely reviewing the existing Design Guidelines for Historic Districts and Historic Sites. Staff recommends that the Historic Preservation Board (HPB) take public comment on the proposed changes to the *Design Guidelines for Park City's Historic Districts and Historically Significant Buildings*; provide specific amendments to be made to the document if necessary; and make a recommendation to City Council. (A final review of the Design Guideline changes will be requested prior to forwarding a recommendation to City Council.)

Staff requests that the Historic Preservation Board (HPB) read and familiarize themselves with the existing Design Guidelines to prepare for this work session. The Design Guidelines are available online at:

<http://www.parkcity.org/home/showdocument?id=62>.

## **Background**

Historic preservation code provisions date back to approximately 1982. In the early 1990s, the City expanded regulations governing demolition of commercial properties, primarily on Main Street, and soon after extended protections to residential properties on the initial survey or over 50 years old, subject to a determination of significance hearing. In 2007, the City contracted Preservation Solutions to conduct a reconnaissance level, or "windshield," survey of the historic district. This increased our current preservation program in which some 400 sites and structures were designated as historic on the City's Historic Sites Inventory (HSI) and the adoption of the 2009 *Design Guidelines for Historic Districts and Historic Sites*. Owners of properties on the HSI may not demolish buildings or structures designated as historic unless warranted by economic hardship; however, reconstruction and panelization may be deemed necessary and approved by the Historic Preservation Board if specified criteria are met as defined in the LMC. The City has been successful in encouraging historic preservation through a "carrot and stick" approach, which includes the Historic District Grant Program and LMC exceptions benefitting historic properties.

## **Purpose of the Design Guidelines**

The Design Guidelines provide direction to property owners, architects, designers, builders, developers, City staff, the Historic Preservation Board (HPB), and City Council

in developing proposals that maintain the historic character of Park City's Old Town. The Design Guidelines fulfill policy directives provided in the General Plan and Land Management Code (LMC). Further, these guidelines are a foundation for making decisions and a framework for ensuring consistent procedures and fair deliberations.

The Design Guidelines were envisioned to be a living document. From time to time, the HPB may recommend changes in the Design Guidelines for Park City's Historic Districts and Historic Sites to Council, provided that no changes in the guidelines shall take effect until adopted by a resolution of the City Council. The Guidelines have not been reviewed or revised since their adoption in 2009.

### What do they do?

The Design Guidelines are a standard for rehabilitating historic structures, developing historic sites, and constructing new buildings in the commercial and residential neighborhoods of Old Town. The guidelines direct alterations and the design of new construction projects to maintain the historic integrity and character of our historic districts. This allows Park City to maintain its listing on the National Register of Historic Places.

### National versus Local Review

The Design Guidelines are based on the Secretary of the Interior's Standards for Preservation, Rehabilitation, Restoration, and Reconstruction. The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. Park City's Design Guidelines offer general design and technical recommendations to assist in applying the Standards to a specific property. The Secretary of Interior's Standards are generally applied most specifically during tax credit projects, which are reviewed by the National Park Service. The City does not enforce the Secretary of the Interior's Standards; we rely solely on the Design Guidelines.

The Secretary of the Interior, as well as our Design Guidelines, identifies four (4) treatment methods:

- *Preservation*: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials, and features rather than extensive replacement and new construction.
- *Rehabilitation*: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
- *Restoration*: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

- *Reconstruction*: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Often, a project will utilize several of these methods depending on the condition of the structure and work to be completed.

It is important to note that though our Design Guidelines are based on the Secretary of Interior's Standards, City staff does not utilize the federal standards specifically when reviewing applications.

### Past Reviews

Staff began reviewing the Design Guidelines with the HPB in December 2014. Staff met with the HPB to discuss a potential outline for Design Guideline Changes in December 2014. Following this discussion, staff brought forward a work session regarding the treatment of historic structures to discuss panelization and reconstruction in February 2015. In September and October, the HPB discussed compatibility of new additions. Staff also led a discussion with the HPB regarding character zones on October 7, 2015 and November 18, 2015.

### Analysis

In December 2014, staff presented a rough outline to the Historic Preservation Board for reorganizing the Design Guidelines (Exhibit A). Using this outline, staff has chosen to focus today's discussion on the following areas of concern within the *Design Guidelines for Historic Residential Structures*:

- Universal Guidelines
- Site Design

Staff has outlined the applicable Design Guidelines that apply to each subject matter. In reviewing Design Guidelines from other cities and towns—including Crested Butte, Colorado; Breckenridge, Colorado; Madison, Indiana; and the 1980 Park City, Utah, Design Guidelines—staff has proposed the following changes to the Park City Design Guidelines as a possible solution.

#### 1. Universal Design Guidelines:

The *Design Guidelines for Historic Sites* in Park City currently recommend the following Universal Design Guidelines:

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.*
2. *Changes to a site or building that have acquired historic significance in their own right should be retained and preserved.*
3. *The historic exterior features of a building should be retained and preserved.*
4. *Distinctive materials, components, finishes, and examples of craftsmanship should be retained and preserved. Owners are encouraged to reproduce missing historic elements that were original to the building, but have been removed.*

*Physical or photographic evidence should be used to substantiate the reproduction of missing features.*

*5. Deteriorated or damaged historic features and elements should be repaired rather than replaced. Where the severity of deterioration or existence of structural or material defects requires replacement, the feature or element should match the original in design, dimension, texture, material, and finish. The applicant must demonstrate the severity of deterioration or existence of defects by showing that the historic materials are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.*

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

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

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

*9. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the site or building.*

*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.*

These Universal Design Guidelines are based on the Secretary of the Interior's Standards for Rehabilitation. Staff finds that overall these Universal Guidelines provide sufficient direction. Staff would recommend clarifying Universal Guideline #4 by adding language clarifying that owners may reproduce missing historic elements consistent with those seen on properties of similar design, age, and detailing. Staff also recommends that Universal Design Guideline #9 be amended to further reflect the Secretary of the Interior's Standards by clarifying that new additions should be differentiated from the historic structure but also compatible. These changes are outlined below:

*4. Distinctive materials, components, finishes, and examples of craftsmanship should be retained and preserved. Owners are encouraged to reproduce missing historic elements that were original to the building, but have been removed. Physical or photographic evidence should be used to substantiate the reproduction of missing features. It may be appropriate to reproduce missing*



historic elements that are consistent with properties of similar design, age, and detailing in some cases.

9. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the site or building. The new work should be differentiated from the historic structure or construction and should be compatible with the historic structure or construction in materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

## 2. Site Design

Currently, Specific Design Guidelines A. Site Design (pages 29-30 of the Design Guidelines) provides direction on Building Setbacks & Orientation, Stone Retaining Walls, Fences and Handrails, Steps, Landscaping & Site Grading. Based on the outline for the revised Design Guidelines (Exhibit A), staff has made several recommendations for reorganizing the Design Guidelines, introducing new subsections such as Topography and Grading; and Gazebos, Pergolas, and Other Shade Structures. Further, staff has added additional guidelines for Landscaping and moved Parking Areas to the Site Design Subsection.

Staff's proposed changes are outlined below in red:

### **A.1. BUILDING SETBACKS & ORIENTATION**

A.1.1 Maintain the existing front and side yard setbacks of Historic Sites.

A.1.2 Preserve the original location of the main entry, if extant.

~~A.1.3 Maintain the original path or steps leading to the main entry, if extant.~~

### **A.2. TOPOGRAPHY AND GRADING**

~~A.5.8~~ 2.1. Maintain the original grading of the site when and where feasible.

~~A.5.3~~ 2.2. The historic character of the site should not be significantly altered by substantially changing the proportion of built or paved area to open space or vice versa. In

### **A.53 LANDSCAPING & SITE GRADING VEGETATION**

~~A.53.1~~ Respect and maintain historic landscape features that contribute to the character of the site and those that provide sustainability benefits.

~~A.3.2~~ Maintain established native plantings on site. Protect established vegetation during construction to avoid damage and replace damaged, aged, or diseased trees as necessary. Vegetation that may encroach upon or damage the historic building may be removed, but should be replaced with similar vegetation away from the historic building.

~~A.5.2~~ Incorporate landscape treatments for driveways, walkways, paths, building and accessory structures in a comprehensive, complimentary and integrated design.

~~A.5.6 A.3.3 Provide a detailed landscape plan, particularly for the front yard, that respects the manner and materials used traditionally in the districts. Consider all relationships on and with the site when planning for the long term sustainability of the landscape system. Relationships between site and building as well as between plants with other plants on site should be considered.~~

A.53.4 Landscape plans should balance water efficient irrigation methods and drought tolerant and native plant materials with existing plant materials and site features that contribute to the significance of the site.

~~A.3.6 Use to advantage existing stormwater management features, such as gutters, downspouts, as well as site topography and vegetation that contribute to the sustainability of the historic property.~~

~~A.3.7 Where watering systems are necessary, use those which minimize water loss, such as drip irrigation. Consider use of xeriscaping or permaculture strategies for landscape design to maximize water efficiency; these systems should be designed to maintain the traditional character of the lot as viewed from the public right-of-way.~~

~~A.5.5 Landscape plans should allow for snow storage from driveways.~~

~~A.5.7 Provide landscaped separations between parking areas, drives, service areas, and public use areas including walkways, plazas, and vehicular access points.~~

## **A.24 STONE RETAINING WALLS**

~~A.2.1 Maintain historic stone retaining walls in their original locations. Maintain the line of stone retaining walls along the street. Walls of stone, concrete, or rock-faced concrete block that are original to a property should be preserved and maintained in their original dimensions.~~

~~A.2.2 Maintain the original dimensions of historic retaining walls.~~

~~A.2.2 Walls should be repaired with materials which closely approximate the original. Replace only those portions of historic stone retaining walls that have deteriorated beyond repair. When repair of a deteriorated feature is not feasible, the replacement must reuse the existing stone where possible, or otherwise match the original in color, shape, size, and design.~~

~~A.2.3 To reduce failure of walls, improve drainage behind them so that water drains away from walls. Preserve and repair existing stone and mortar.~~

~~A.2.4 New retaining walls should be consistent with historic features in design, materials, and scale. Simple scored concrete, stone, other historic materials are recommended over concrete block, asphalt, or other modern concrete treatments.~~

~~A.2.5 Walls of brick, concrete, or stone may be reconstructed based on physical or pictorial evidence or added to the front of a property if historically appropriate and consistent with the character of the district.~~

~~A.2.6 Maintain stone in its natural finish. It is not appropriate to paint, stain, or plaster over stone walls.~~

## **A.3. FENCES & HANDRAILS**

A.3.1 ~~Maintain~~ Historic fences and handrails should be preserved and maintained.

A.3.2 Historic fences ~~and handrails~~ may be reconstructed based on photographic evidence. The reconstruction should match the original in design, color, texture, and material. Wood picket fences with flat, dog-ear, or pointed-tops were typical in the front yard; the heights of these fences was generally less than three feet (3'), the boards were 3-1/2" wide and spacing of 1-3/4" between boards.

A.3.3 New fences and handrails should reflect the building's style and period. New wood and metal fences located in the front yard should feature traditional designs and patterns. Split or horizontal rail, railroad tie, or timber fences may be located in rear yards but should be avoided in front yards visible from the primary public right-of-way. Vinyl or plastic-coated fencing is not appropriate.

A.3.4 Design a new fence to minimize its environmental impacts. New fences should use green materials and take into account site impacts such as shading, natural topography, and drainage.

A.3.5 Wood fences should be painted using colors complementary to the adjacent house.

A.3.6 Drought tolerant shrubs should be considered in place of a fence or wall.

A.3.7 Arbors emphasizing a fence gate or entry shall be subordinate to the associated historic building or structure and shall complement the design of the historic structure and fence in materials, features, size, scale and proportion, and massing to protect the integrity of the historic property and its environment.

#### **A.4. PATHS, STEPS, HANDRAILS, & RAILINGS (NOT ASSOCIATED WITH PORCHES)**

~~A.1.3~~ A.4.1 ~~Maintain~~ The original path or steps leading to the main entry, if extant, should be maintained and preserved.

A.4.4 ~~2~~ ~~Maintain~~ Historic hillside steps that may be an integral part of the landscape should be maintained and preserved.

A.4.3 New hillside steps should be subordinate to the associated historic building or structure and shall complement the historic structure in materials, size, scale and proportion, and massing to protect the integrity of the historic property and its environment. For larger runs of stairs, consider changes in material to break up the mass of the stairs.

A.4.4 Historic handrails should be maintained and preserved. Historic handrails may be reconstructed based on photographic evidence; the reconstruction should match the original in design, color, texture, and material.

A.4.5 New handrails and railings shall complement the historic structure in materials, size, scale, and proportions, and massing to protect the integrity of the historic property and its environment.

#### **A.5. GAZEBOS, PERGOLAS, AND OTHER SHADE STRUCTURES**

A.5.1 Gazebos, pergolas, and other shade structures shall be subordinate to the associated historic building or structure and shall complement the design of the historic structure in materials, features, size, scale and proportion, and massing to protect the integrity of the historic property and its environment.

A.5.2 The installation of gazebos, pergolas, and other shade structures shall be limited to rear or side yards and have limited visibility when viewed from the primary public right-of-way.

A.5.2. Gazebos, pergolas, and other shade structures shall not attach to the associated building or structure, nor damage historic features of the associated or neighboring historic building(s) or structure(s).

### **C. A.6. PARKING AREAS, DETACHED GARAGES, & DRIVEWAYS**

A.5.2 A.6.1 Minimize the visual impacts of on-site parking by incorporating landscape treatments for driveways, walkways, paths, building and accessory structures in a comprehensive, complimentary and integrated design.

A.5.7 A.6.2 Provide landscaped separations between parking areas, drives, service areas, and public use areas including walkways, plazas, and vehicular access points.

C.1.3 A.6.3 When locating new off-street parking areas, the existing topography of the building site and significant site features should be minimally impacted.

C.1.4 A.6.4 Off-street parking areas should be located within the rear yard and beyond the rear wall plane of the primary structure. ~~C.1.2~~ If locating a parking area in the rear yard is not physically possible, the off-street parking area and associated vehicles should be visually buffered from adjacent properties and the primary public right-of-way. Consider providing a driveway along the side yard of the property where feasible.

A.6.5 Consider using textured and pour paving materials other than smooth concrete for driveways in the front yard. Use permeable paving where appropriate on a historic site to manage storm water. Permeable paving may not be appropriate for all driveways and parking areas.

A.6.6 Avoid paving up to the building foundation to reduce heat island effect, building temperature, damage to the foundation, and storm-water runoff.

### **Recommendation**

Staff has committed to routinely reviewing the existing Design Guidelines for Historic Districts and Historic Sites. Staff recommends that the Historic Preservation Board (HPB) take public comment on the proposed changes to the *Design Guidelines for Park City's Historic Districts and Historically Significant Buildings*; provide specific amendments to be made to the document if necessary; and make a recommendation to City Council. (A final review of the Design Guideline changes will be requested prior to forwarding a recommendation to City Council.)

### **Exhibits**

Exhibit A

## Outline of Proposed Restructuring and Modifications of Design Guidelines

Existing Design Guidelines	Proposed Design Guidelines
<p><b><u>Design Guidelines for Historic Sites</u></b>  <b>Universal Guidelines</b></p> <p><b>Specific Guidelines</b></p> <p><b>A. Site Design</b></p> <ul style="list-style-type: none"> <li>A.1. Building Setbacks &amp; Orientation</li> <li>A.2. Stone Retaining Walls</li> <li>A.3. Fences &amp; Handrails</li> <li>A.4. Steps</li> <li>A.5. Landscaping &amp; Site Grading</li> </ul> <p><b>B. Primary Structures</b></p> <ul style="list-style-type: none"> <li>B.1. Roofs</li> <li>B.2. Exterior Walls</li> <li>B.3. Foundations</li> <li>B.4. Doors</li> <li>B.5. Windows</li> <li>B.6. Mechanical Systems, Utility Systems, and Service Equipment</li> <li>B.7. Paint and Color</li> </ul> <p><b>C. Parking Areas</b></p> <ul style="list-style-type: none"> <li>C.1 Off-Street Parking</li> <li>C.2. Driveways</li> <li>C.3. Detached Garages</li> </ul> <p><b>D. Additions to Historic Structures</b></p> <ul style="list-style-type: none"> <li>D.1. Protection for Historic Structures and Sites</li> <li>D.2. General Compatibility</li> <li>D.3. Scenario 1: Residential Historic Sites—Basement Addition without Garage</li> <li>D.4. Scenario 2: Residential Historic Sites—Basement Addition with Garage</li> </ul> <p><b>E. Relocation and/or Reorientation of Intact Buildings</b></p> <ul style="list-style-type: none"> <li>E.1. Protection for the Historic Site</li> </ul> <p><b>F. Disassembly/Reassembly of All or Part of a Historic Structure</b></p> <ul style="list-style-type: none"> <li>F.1. General Principles</li> </ul>	<p><b><u>Design Guidelines for Historic Residential Sites</u></b>  <b>Universal Guidelines</b></p> <p><b>Specific Guidelines</b></p> <p><b>Site Design</b></p> <ul style="list-style-type: none"> <li>• Street Patterns and Streetscape</li> <li>• Building Setback and Orientation</li> <li>• Topography and Grading</li> <li>• Landscaping and Vegetation</li> <li>• Stone Retaining Walls</li> <li>• Fences</li> <li>• Steps and Handrails (Not associated with porch)</li> <li>• Gazebos, Pergolas, and Other Shade Structures</li> <li>• Parking (Areas and Driveways)</li> </ul> <p><b>Primary Structures</b></p> <ul style="list-style-type: none"> <li>• Foundation</li> <li>• Exterior Walls</li> <li>• Roofs</li> <li>• Doors</li> <li>• Windows</li> <li>• Porches</li> <li>• Gutters and Downspouts</li> <li>• Chimneys and Stove Pipes</li> <li>• Mechanical Systems</li> </ul> <p><b>Additions to Primary Structures</b></p> <ul style="list-style-type: none"> <li>• Protection of Historic Sites and Structures</li> <li>• General Compatibility</li> <li>• Basement Addition With Garage</li> <li>• Basement Addition Without Garage</li> <li>• Decks</li> </ul> <p><b>Historic Accessory Structures</b></p> <p><b>Character Zones</b></p>

- F.2. Documentation Requirements prior to the commencement of Disassembly
- F.3. Disassembly
- F.4. Protection of the Disassembled Components
- F.5. Reassembly

**G. Reconstruction of Existing Historic Structures**

**H. Accessory Structures**

**I. Signs**

**J. Exterior Lighting (Building Mounted)**

**K. Awnings**

**L. Sustainability**

**M. Seismic Upgrades**

**N. ADA Compliance**

**Supplemental Rehabilitation Guidelines**

**Main Street National Register Historic District**

**Design Guidelines for Historic Commercial Sites**

**Universal Design Guidelines**

**Specific Design Guidelines**

**Site Design**

- Street Patterns and Streetscape
- Building Setback and Orientation
- Topography and Grading
- Landscaping and Vegetation

**Primary Structure**

- Foundation
- Exterior Walls
- Roofs
- Store Fronts
- Doors (not included in Storefronts)
- Windows (not included in Storefronts)
- Balconies/Porticos
- Awnings
- Chimney and Stovepipes
- Mechanical Equipment

**Additions to Primary Structures**

- Protection of Historic Sites and Structures
- General Compatibility
- Basement Additions
- Balconies/Decks

**Historic Accessory Structures**

*\*\*\*Staff has chosen not to re-number the revised Guidelines in order to allow greater flexibility when reorganizing the revised guidelines in the future.\*\*\**

**Design Guidelines for New Construction in Historic Districts**

**Universal Design Guidelines  
Specific Design Guidelines**

**A. Site Design**

- A.1. Building Setbacks & Orientation
- A.2. Lot Coverage
- A.3. Fences
- A.4. Site Grading & Steep Slope Issues
- A.5. Landscaping

**B. Primary Structures**

- B.1. Mass, Scale, & Height
- B.2. Key Building Elements
  - Foundations
  - Roofs
  - Materials
  - Windows and Doors
  - Porches
  - Paint and Color
  - Mechanical and Utility Systems and Service Equipment

**C. Reconstruction of Non-Surviving Structures**

**D. Off-Street Parking Areas, Garages, & Driveways**

- D.1. Off-Street Parking Areas**
- D.2. Garages**
- D.3. Driveways**

**E. Signs**

**F. Awnings**

**G. Exterior Lighting**

**H. Accessory Structures**

**I. Sustainability**

**J. Mailboxes, Utility Boxes, and other Visual Elements in the Landscape**

**Supplemental Guidelines**

**Swede Alley**

**Main Street National Register Historic District**

**Design Guidelines for Infill Residential Development**

**Universal Guidelines**

**Specific Guidelines**

**Site Design**

- Street Patterns and Streetscape
- Sameness
- Building Setback and Orientation
- Topography and Grading
- Landscaping and Vegetation
- Stone Retaining Walls
- Fences
- Steps and Handrails (Not associated with porch)
- Gazebos, Pergolas, and Other Shading Structures
- Parking (Areas and Driveways)

**Primary Structures**

- Foundation
- Exterior Walls
- Roofs
- Doors
- Windows
- Porches
- Gutters and Downspouts
- Chimneys and Stove Pipes
- Mechanical Systems
- Decks
- Materials

**New Accessory Structures**

**Design Guidelines for Infill Commercial Development**

**Universal Design Guidelines**

**Specific Design Guidelines**

**Site Design**

- Street Patterns and Streetscape
- Building Setback and Orientation
- Topography and Grading
- Landscaping and Vegetation



### **Primary Structure**

- Foundation
- Exterior Walls
- Roofs
- Store Fronts for Main Street
- Doors (not included in Storefronts)
- Windows(not included in Storefronts)
- Balconies/Decks
- Awnings
- Chimney and Stovepipes
- Mechanical Equipment
- Materials

### **New Accessory Structures**

### **Treatment of Historic Building Materials**

- Wood
- Masonry
- Architectural Metals
- Exterior Paint & Color

### **Relocation, Panelization, and Reconstruction of Historic Buildings**

### **Sustainability in Historic Buildings**

### **Seismic Upgrades in Historic Buildings**

### **ADA Compliance**

### **Exterior Lighting**

### **Signs**

### **Mailboxes & Other Visual Elements in the Landscape**