



HISTORIC PRESERVATION BOARD  
MARCH 17, 2008  
MARSAC MUNICIPAL BUILDING  
10:00 AM

WORK SESSION – 10:00 AM

PAGE #

- 5 Historic District Guidelines Discussion
- 11 1102 Norfolk Avenue – Design Advice & Guidance
- 27 147 Ridge Avenue – Design Advice & Guidance

REGULAR MEETING

ROLL CALL

PUBLIC COMMUNICATIONS

STAFF/BOARD MEMBER'S COMMUNICATIONS AND DISCLOSURES

APPROVAL OF MINUTES

CONSENT AGENDA

PUBLIC HEARINGS/DISCUSSION/ACTION ITEMS

- 41 1135 Park Avenue – Request for Extension of Historic Renovation Grant (Public hearing and possible action)

ADJOURN

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Park City Planning Department, 615-5060, prior to the meeting.

Published: March 8, 2008

Posted: March 7, 2008



## **WORK SESSION**



# Historic Preservation Board Staff Report



**Author:** Dina Blaes, Consultant  
**Subject:** Hist. Pres. Design Guidelines  
**Date:** March 17, 2008  
**Type of Item:** Legislative

Planning Department

## Section 1: Issues/Topics from previous meetings:

### **I. Recap of February 27, 2008 Joint Planning Commission, City Council, HPB meeting.**

#### **A. Proposed Land Management Code Amendments**

##### **1. HR-1 Maximum Building Height:**

- a) Should the proposed maximum average wall height measurement be implemented;
- b) Should an overall maximum wall height be mandated;
- c) Should a maximum height measurement be standardized for all zoning districts;
- d) Should the City work with Summit and Wasatch Counties to develop a standardized building height measurement.

*Planning Commission requested a visual presentation of the range of possibilities afforded by the proposed amendments to maximum building height. In addition, Planning Commission asked whether recently approved and/or completed projects had been assessed to determine where they fall within the proposed height calculations. The consensus among City Council members was to continue investigating items a) through c), but to pursue d) at a later date.*

##### **2. HR-1 Maximum Building Footprint**

- a) Should the proposed maximum building footprint limitation be capped; if so, should it be capped at 1,550 (two-lot equivalent) or 1,800 (three-lot equivalent).

*Planning Commission requested additional analysis of the proposed maximum building footprint and that the analysis integrate the proposed changes to maximum building height. Planning Commission requested that a visual presentation of the information be presented at a future meeting.*

##### **3. Voluntary Peer Review Process**

- a) Should the VPR process be implemented through the necessary code amendments.

*Planning Commission requested public input on the VPR concept.*

#### **B. Historic Preservation Design Guidelines**

##### **1. Design Guidelines or Design Standards.**

- a) Should the design guidelines be developed as updated design guidelines or as design standards.

*Planning Commission supported the development of updated design guidelines.*

2. Two-tiered approach to guidelines.

- a) Do the Planning Commission, City Council, and HPB support a two-tiered “Universal” (Secretary of Interior-based) and “Specific” (local district-based) approach to the guidelines.

*Planning Commission supported the proposed two-tiered approach.*

3. Historically Significant buildings outside the Historic Districts (H Zones).

- a) Should Historically Significant buildings located outside the H Zones be subject to the design guidelines.

*Planning Commission supported the application of the design guidelines to Historically Significant buildings located outside the boundaries of the H Zones.*

C. Historic Preservation Board

1. Expanded duties.

- a) Should the HPB’s duties be expanded to include design review.

*Planning Commission supported investigating the benefits and disadvantages of HPB review of Steep Slope CUP applications. Consensus was to continue this discussion with the Planning Commission soon.*

**II. Discussion of Reconstruction and Disassembly/Reassembly (panelization)**

A. Reconstruction.

1. Should the City allow the accurate reconstruction of historic buildings that once existed in Park City?

**RECOMMENDATION:** Reconstruction is a nationally-recognized preservation treatment and should be an option available to further Park City’s preservation goals.

**BACKGROUND:** *The Secretary of the Interior's Standards for the Treatment of Historic Properties* are the Secretary's best advice to property owners, contractors, plan reviewers, architects, and consultants on how to protect a wide range of historic properties.

The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction, outlined below in hierarchical order and explained:

The first treatment, **Preservation**, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

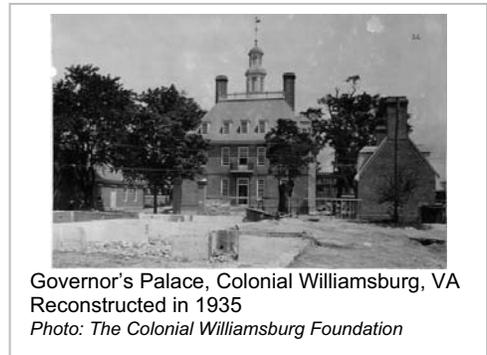
**Rehabilitation**, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

**Restoration**, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

**Reconstruction**, the fourth treatment, establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

The Secretary of the Interior provides further guidance as to when Reconstruction should be undertaken.

*“When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment.”*



The term “reconstruction” is often used in conjunction with relocating, reorienting, and panelizing Historically Significant buildings in Park City. The use of the term in these contexts is misleading and does not accurately reflect what occurs on the site.

## B. Disassembly/Reassembly (panelization) of Historically Significant buildings.

### 1. Project review and approval/denial

a) Under what circumstances should the City approve the disassembly/reassembly of Historically Significant buildings?

- If building is being moved in order to eliminate a property boundary encroachment;
- If building is being moved to eliminate encroachment into required setback(s);
- Structural integrity of building is insufficient to accommodate proposed changes to interior configuration;
- Structural integrity of building is insufficient, in general; and/or
- Addition (rear, side, or basement) is proposed and disassembly/reassembly would ease development on the site.

b) How much of a building's historic material can be removed before a proposed project stops being an extensive rehabilitation and becomes a disassembly/reassembly?

- Roof;
- Number and/or percentage of exterior walls;
- Number and/or percentage of floor plates;
- Number and/or percentage of interior walls; and/or
- Combination of the above.

c) Should applications for disassembly/reassembly be subject to a CAD-type process?

2. If/When disassembly/reassembly is approved.

a) Should the project be inspected more often than a project that does not involve disassembly/reassembly? If so, why?

b) Should the City specify how building components are to be adequately protected from the elements and/or vandalism?

c) If, during disassembly, materials are found to be deteriorated beyond what was expected and cannot be reused:

- Should the project be stopped and required to fulfill the LMC requirements for a CAD?
- Should the applicant be allowed to reconstruct parts or the entire historic building in new materials?
- Should the property remain on the list of Historically Significant buildings?

RECOMMENDATION: Staff is not providing recommendations at this time, but is seeking additional feedback and input from the HPB on these issues.

BACKGROUND: The HPB discussed disassembly/reassembly at a work session on August 6, 2007 and raised the following general issues and concerns:

- Panelization should be considered only as a last resort;
- City should develop significant disincentives to panelization;
- Rely more heavily on documentation of the historic structure when approving a panelization;
- “Recreate the original structure” using as much historic material as possible;
- Original form should be retained;
- Process should be monitored more closely; and
- Panelization vs. reusing salvaged materials.

This discussion provided general direction in preparing a first draft of the Disassembly/Reassembly section of the Design Guidelines. It occurred without active participation from Building Department and Planning Department staff members. Topics initially raised at the August 6 meeting will be reexamined with the benefit of Building and Planning Department staff contributions.

Please see the attached matrix prepared by Roger Evans, Plans Examiner with the Building Department. Since Roger began attending the weekly Wednesday design review meetings three years ago he has been building the matrix. It is a work in

progress that attempts to identify what Park city has approved since he has been meeting with the group. It is his effort to show what he has observed and not recommendations for future actions.

## **Section 2: Comments on specific sections of the Design Guidelines**

On February 25, HPB members received the most recent draft of the Design Guidelines. "Comments" and "Responses" on the **25 Feb 2008** draft will be provided in the staff report for the April 7 HPB meeting.

## **Section 3: Timeline & Next Steps**

### **March 17, 2008 @ 10:00-11:00 a.m. – HPB Work Session – return to regular meeting schedule**

Meeting will include:

- 1) Brief recap of the joint Council/PC/HPB meeting on February 27;
- 2) Discussion on panelization and reconstruction.  
Roger Evans is scheduled to participate in this discussion in order to bring the perspective of the Building Department.

### **April 7, 2008 @ 10:00-11:00 a.m. – HPB Work Session**

Meeting will include:

- 1) Continuation, if necessary, of the discussion surrounding panelization;
- 2) Discussion of residential infill; and
- 3) Review of comments on the Design Guidelines received to date

### **April 21, 2008 @ 10:00-11:00 a.m. – HPB Work Session**

Agenda to be determined.

### **May 5, 2008 @ 10:00-11:00 a.m. – HPB Work Session**

Meeting will include:

- 1) Review of Design Guidelines with illustrations & photographs; and
- 2) Review of support documents prepared for staff & public:  
Revised Information Guide for Design Review Process  
Methodology/approach "instructions" for staff  
Existing Physical Condition Report, if applicable  
Revised Application Form, if applicable  
Public Comment Form, if applicable  
Application Certification Letter, if applicable

### **May 19, 2008 @ 10:00-11:00 a.m. – Public Hearing**

- 1) Review and take public comment on proposed Design Guidelines.

### **June 2, 2008 @ 10:00-11:00 a.m. – Public Hearing**

- 1) Resolution to recommend adoption of Design Guidelines for Park City's Historic Districts and Historically Significant Buildings.

Planning Commission review/ adoption scheduled for June 11, 2008

City Council review/adoption scheduled for June 19, 2008

Matrix prepared by Roger Evans, Building Department

HISTORIC RENOVATION/DEMOLITION/ADDITION/MOVED STRUCTURES					
Restore Structure to Original Condition	Move Structure on Same Property or New Location. Place on New Foundation.	Lift Structure and Place on New Foundation. Maintain Three Outside Walls and Increase Size.	Lift Structure and Place on New Foundation. Remove Roof and One Exterior Wall. Add New Wall	Panelize Exterior Walls and Use on New Structure.	Remove Siding and Some Façade Elements for New Structure.
	A- Change elevation to allow parking garage in basement area. B- Elevation will not change but new basement area will be added.	A- Change elevation to allow parking garage in basement area. B- Elevation will not change.	A- New floor structure B- Change elevation		
	C- Orientation of structure to public way will not change D- Orientation will change. E - Elevation will change to allow new basement/parking area		C- No elevation change		

# Historic Preservation Board Staff Memo



PLANNING DEPARTMENT

**AUTHOR:** Katie Cattan  
**DATE:** March 17, 2008  
**TITLE:** 1102 Norfolk Avenue  
**TYPE OF ITEM:** HPB Guidance Request

## Recommendation

Staff recommends that the Historic Preservation Board provide guidance to the owners of 1102 Norfolk Avenue in regards to the three concerns raised.

## Project Information

**Applicant:** Casey and Corey Crawford, Owner  
**Location:** 1102 Norfolk Avenue  
**Zoning:** Historic Residential (HR-1)

## Background

On February 22, 2008, Staff received a letter from the property owners and architects of 1102 Norfolk Avenue. The owners requested direction on three items concerning the future plans for the existing historic home and new addition. (Exhibit A) At this time the Planning Department has not received a complete application for a Historic District Design Review. The request falls under the additional duties of the HPB within the Land Management Code section 15-11-6(F) "Provide advice and guidance on request of the property owner or occupant on the construction, restoration, alteration, decoration, landscaping, or maintenance of any cultural resource, and property within the Historic District, or neighboring property within a two block radius of the Historic District."

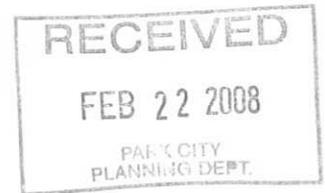
## **EXHIBITS**

A – Letter and Plans from Applicant dated February 19, 2008

I:\Cdd\Katie\Historic Dist. Design Reviews\2008\1102 Norfolk\1102 Norfolk Avenue

## PARK CITY PLANNING DEPARTMENT

### Preliminary Historic District Design Review



**Author:** Crystal Ward

**Date:** 2/19/08

**Address:** 1102 Norfolk Avenue

**Purpose:** Requesting input from City Planning Department, Engineer and relevant parties regarding historic district design scheme.

#### **History:**

Built between 1899 and 1900, the structure at 1102 Norfolk Avenue has been determined significant by the Park City Historic Preservation Board in October, 2007. The existing structure has two additions, both of which are insignificant and will be removed to restore the home's historic aesthetic and integrity. See exhibits A, B, C, E and G 1: site plan.

Currently, the structure sits directly on the lot line between lots 31 and 32, both of which are owned by the same owner. With the removal of the insignificant additions, the historic home does not comply with any required setbacks for its lot size: 25' wide by 75' deep. Furthermore, the front of the home (porch side) faces away from Norfolk Avenue. The street side elevation of the structure has no windows, and only a roof is visible. See exhibit C.

#### **Project Scope:**

##### Historic Preservation and Site Compliance:

Owners intend to remove the insignificant portions of the home. Additionally, they will combine lots 31 and 32 into one larger lot, 50' wide by 75' deep, allowing the structure to comply to site requirements once it is moved. We propose a relocation of the historic structure on the larger lot: 1) a 180 degree rotation of the home so the front porch façade faces Norfolk Avenue and 2). placement on the South-western corner, showcasing the home on both Norfolk and Crescent Streets. This will highlight the structure's two most distinct features: its porch and uniquely pitched roofline. See exhibits G6 and G7.

Furthermore, historic windows will be re-installed to their original size (tall and narrow) and locations on the front (porch) and south facing façades. See exhibit F.

##### Code Compliance and New Addition:

Once re-oriented toward the street, a new addition will be build behind and to the north of the historic structure. This addition will include required off-street parking (2 spaces), and will conform to all site requirements, including the maximum building pad of 1519 square feet. (The proposed structure – including the historically significant home, but excluding the single car garage – will have a footprint of 1490 square feet. The garage is proposed at 288 square feet.) See exhibit 3.

The addition will feature living space on two levels, behind and below the historically significant home (which will sit at grade and not be raised). See exhibits G4 and G5.

##### Green Building Features: The living roof

The historic structure and the new addition behind it are being designed and built as a green, energy efficient home. LEED certification is being pursued and many unique design elements are incorporated into the overall scheme of this preservation/addition project. One such feature is the living roof.

Requiring a flat or almost flat roof line on some portions of the home, a green roof is beneficial for many reasons: limits heat-island effects, collects and stores storm run-off water, assists in natural and

efficient heating and cooling of the home, and will create a green-scape view for those homes looking down upon 1002 Norfolk. The historic roof line and pitch of the existing structure will not be altered. Additional pitched roofs will exist, to accommodate design and function. The living roof will potentially occupy half (or less) of the total roof. See exhibits 3, G6, G7, and G8.

**Questions for the Planners and Engineers:**

1. Is the rotation of the historic structure to face Norfolk Avenue favorable?
2. Is the re-installation of historic (tall and narrow) windows on the front and Southern facades (staircase side) favorable (exhibit F)?
3. Are the proposed roof variations acceptable for the accommodation of the green, living roof?

**Included Documents:**

Exhibit A: Existing Structure, insignificant roof line.

Exhibit B: Existing Structure, insignificant additions.

Exhibit C: Existing Structure, Norfolk façade.

Exhibit D: Existing Structure, Porch façade.

Exhibit E: Existing Structure, insignificant addition.

Exhibit F: Historic Structure: original window and roof.

Exhibit G: Architect's Drawings:

1. Site Plan
2. Topo Map/Survey
3. Roof/Site Plan
4. Main floor plan
5. Lower floor plan
6. West Elevation
7. South Elevation
8. North Elevation



Exhibit A : existing



Exhibit B : existing



Historic Preservation Board - March 17, 2008  
Exhibit C : Norfolk facade (existing)



Exhibit D :



Exhibit E :

STATE OF NEW YORK  
OFFICE OF THE HISTORIC PRESERVATION BOARD  
100 STATE STREET, ALBANY, NY 12242  
TEL: 518/462-2400 FAX: 518/462-2401  
WWW.HISTORICPRESERVATIONBOARD.NY.GOV

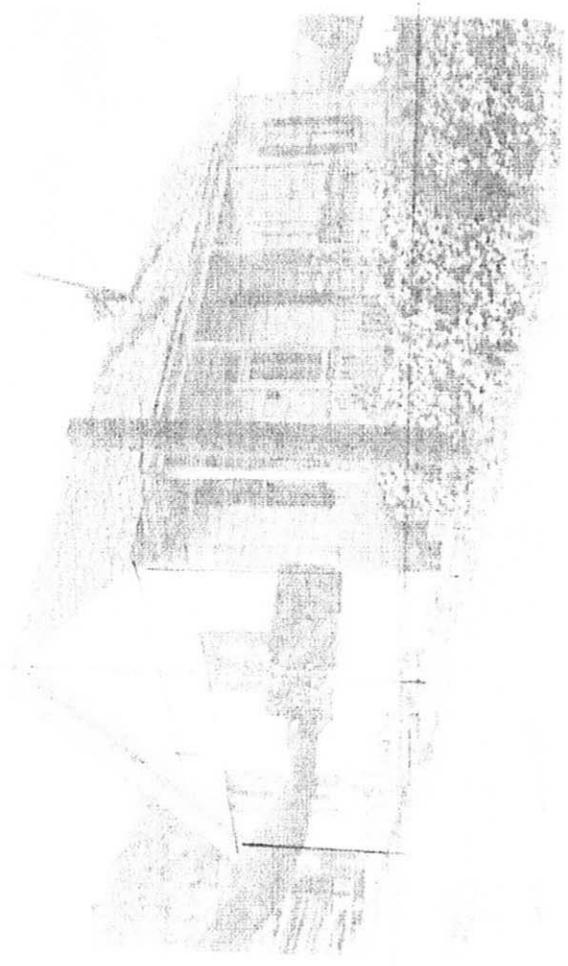


Exhibit F : Historic roof and window location

# Old Town Residence Addition/ Remodel

## 1102 Norfolk Ave. Park City, Utah

- Exhibit G:
1. site plan
  2. topo map
  3. roof/site Plan
  4. main floor plan
  5. lower floor plan
  6. West elevation
  7. South elevation
  8. north elevation

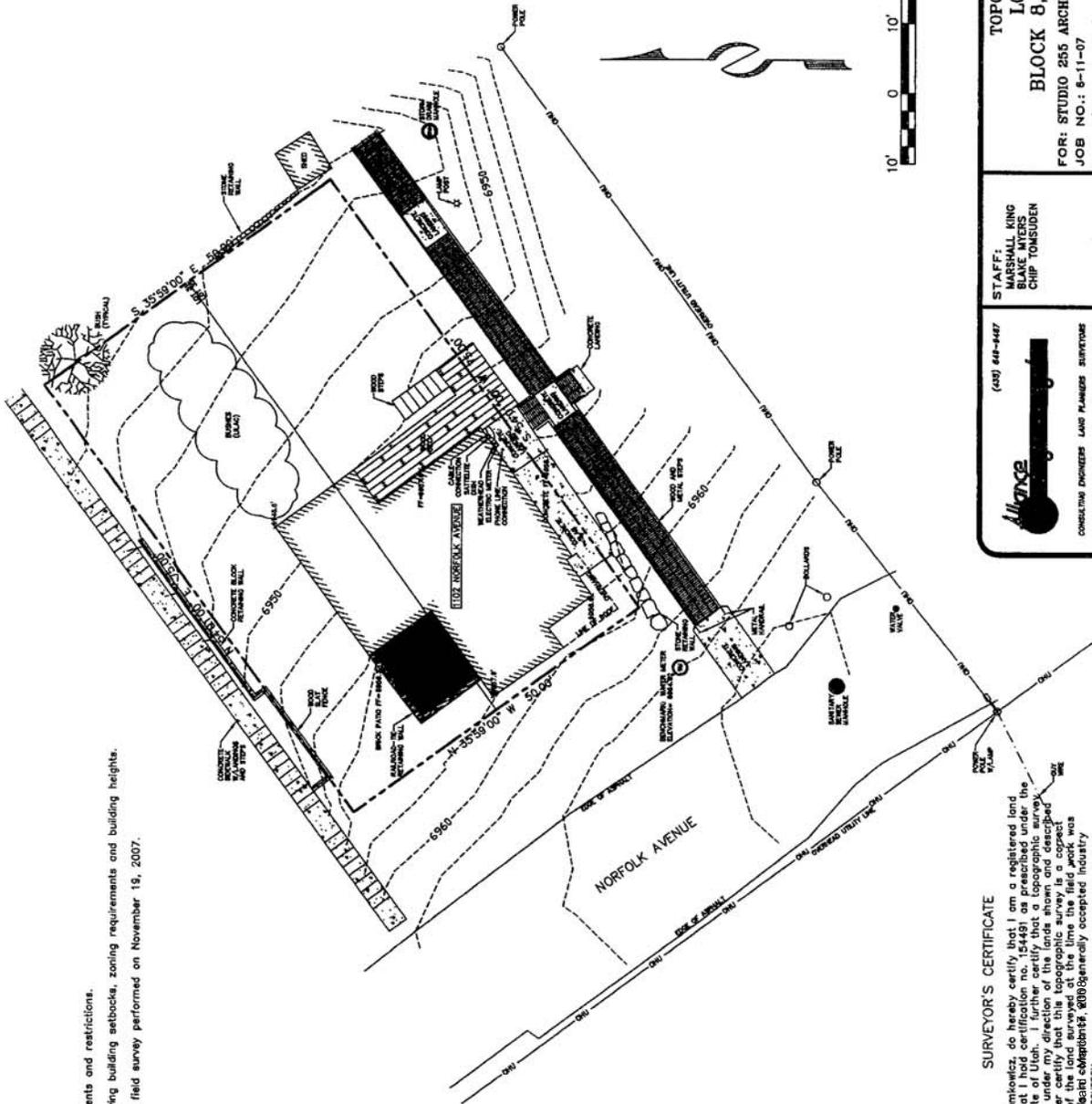
**Steven A. Swanson Architect**  
255 Main St. PO Box 3312  
Park City UT 84060  
435-513-1079





**NOTES**

1. Site Benchmark: Water Meter  
Elevation= 8864.02
2. See record of survey plat for easements and restrictions.
3. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
4. This topographic map is based on a field survey performed on November 19, 2007.
5. Property corners were found or set.



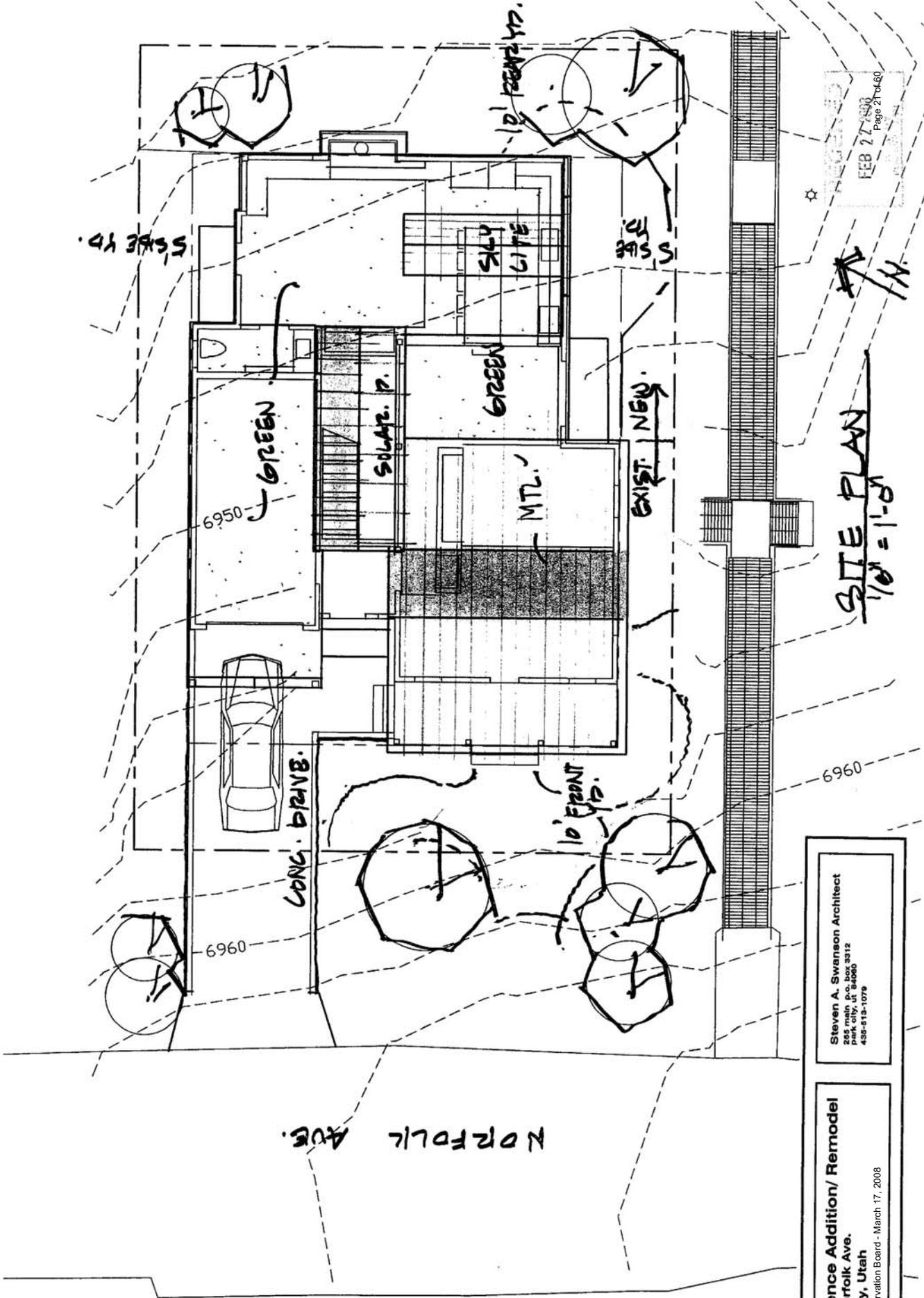
**SURVEYOR'S CERTIFICATE**

I, John Demkowicz, do hereby certify that I am a registered land surveyor in the State of Utah. I further certify that the topographic survey has been made under my direction of the lands shown and described hereon. I further certify that this topographic survey is a correct representation of the land surveyed at the time the field work was completed. Witness my hand and the seal of my office, this 19th day of November, 2007.

**Alliance**  
CONSULTING ENGINEERS LAND SURVEYORS SURVEYORS  
323 Main Street, P.O. Box 2884, Park City, Utah 84302-2884  
(435) 644-4447

STAFF:  
MARK WILSON  
BRIAN WILSON  
CHIP TOMSUDEN  
DATE: 12/20/07

TOPOGRAPHIC SURVEY  
LOTS 31 & 32  
BLOCK 8, SNYDERS ADDITION  
FOR: STUDIO 255 ARCHITECTURE  
JOB NO.: 5-11-07  
FILE: X:\SnydersAddition.dwg\arr\topo2007\061107.dwg



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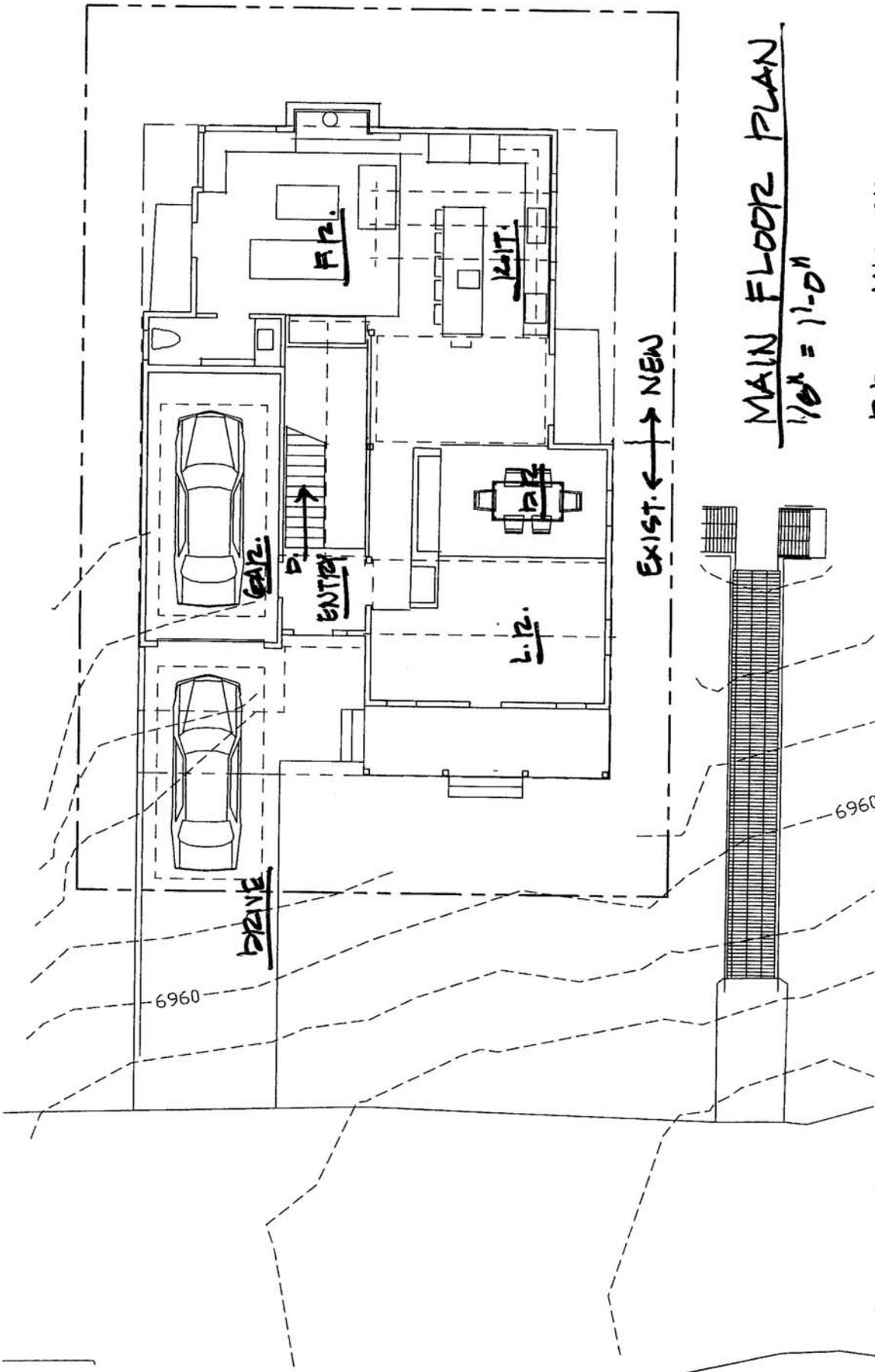


**SITE PLAN**  
1/8" = 1'-0"

Steven A. Swanson Architect  
225 Main St., Box 3312  
Park City, Utah 84302  
435-613-1079

**Residence Addition/ Remodel**  
1102 Norfolk Ave.  
Park City, Utah  
Historic Preservation Board - March 17, 2008

NORFOLK AVE.

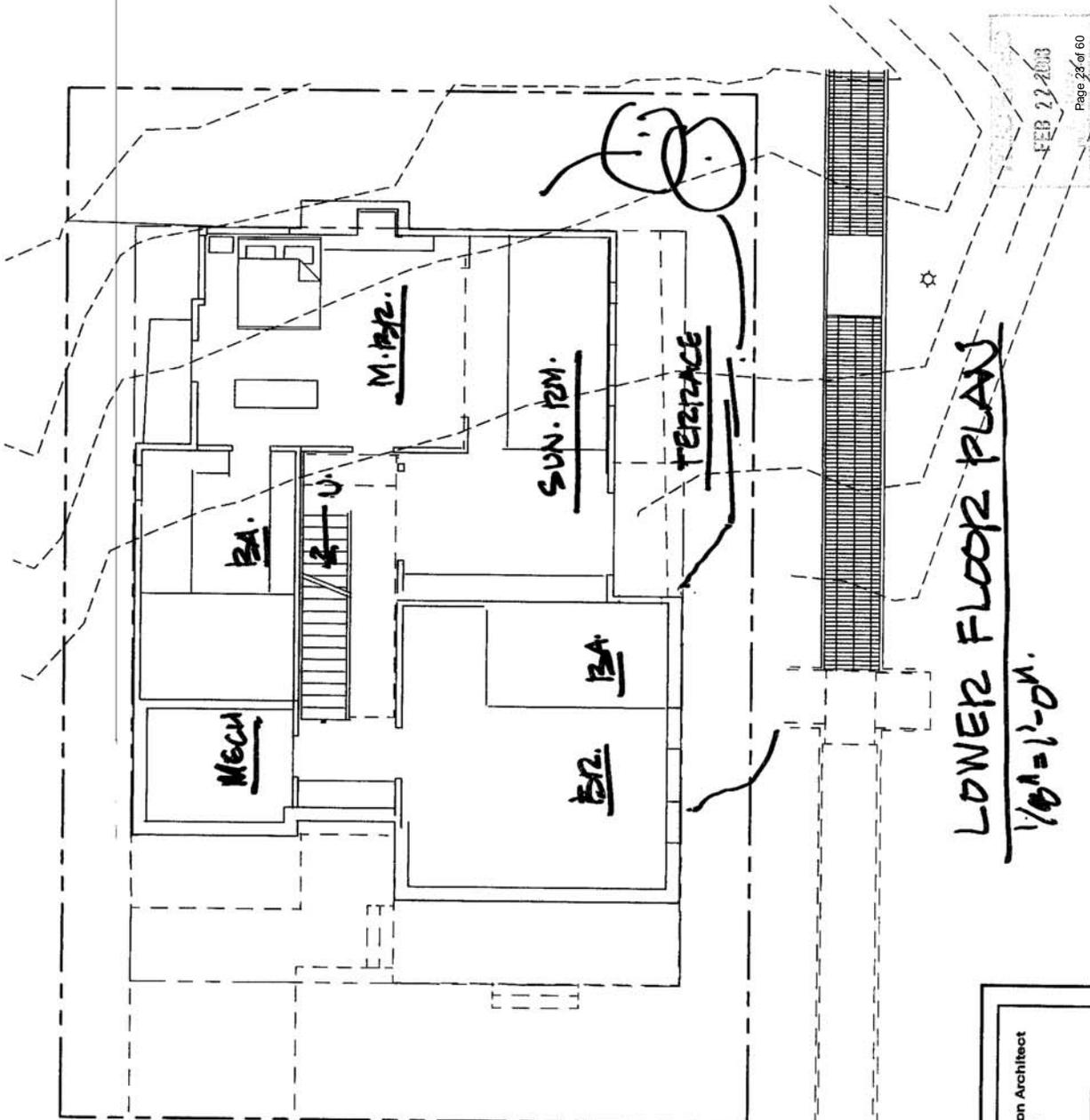


MAIN FLOOR PLAN  
1/2" = 1'-0"

F.P. = 1490 SF.  
GAR. = 290 SF.

Steven A. Swanson Architect  
258 main, P.O. Box 3512  
Park City, UT 84000  
435-613-1079

Residence Addition/ Remodel  
1102 Norfolk Ave.  
Park City, Utah  
Historic Preservation Board - March 17, 2008

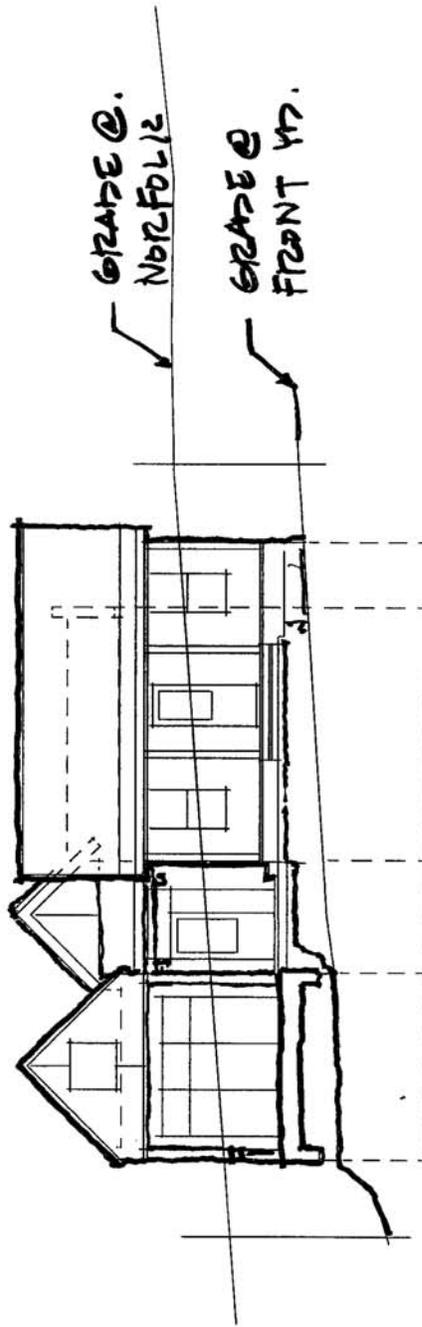


FEB 23 2008  
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**LOWER FLOOR PLAN**  
1/8" = 1'-0"

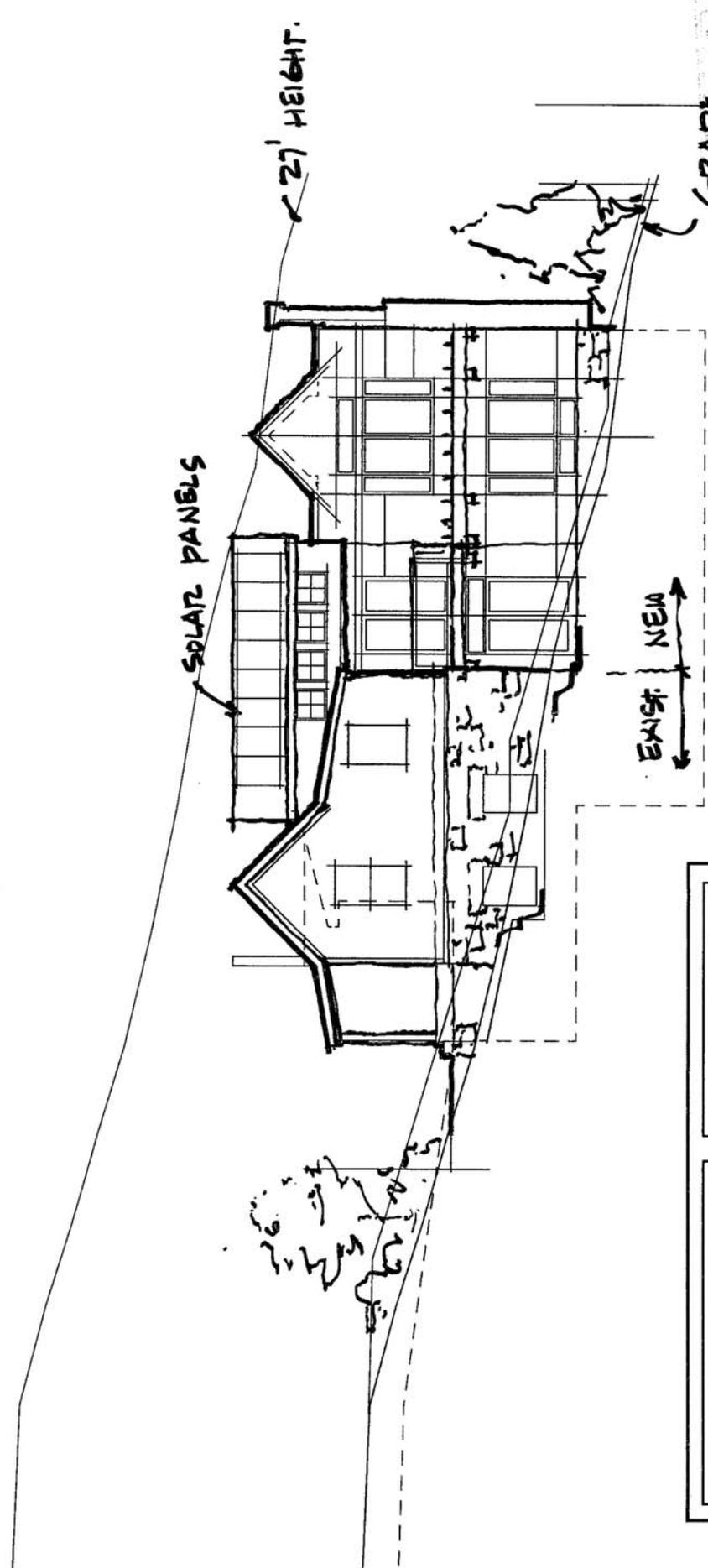
Steven A. Swanson Architect  
258 main p.o. box 5312  
park city, ut 84060  
436-513-1078

Residence Addition/ Remodel  
1102 Norfolk Ave.  
Park City, Utah  
Historic Preservation Board - March 17, 2008



WEST ELEVATION  
110' = 11'-0"

<p>Residence Addition/ Remodel 1102 Norfolk Ave. Park City, UT 84060 Phone: 435-615-1079 Email: <a href="mailto:city@ta">city@ta</a></p>	<p>Steven A. Swanson Architect 255 Main P.O. Box 3312 Park City, UT 84060 435-615-1079</p>
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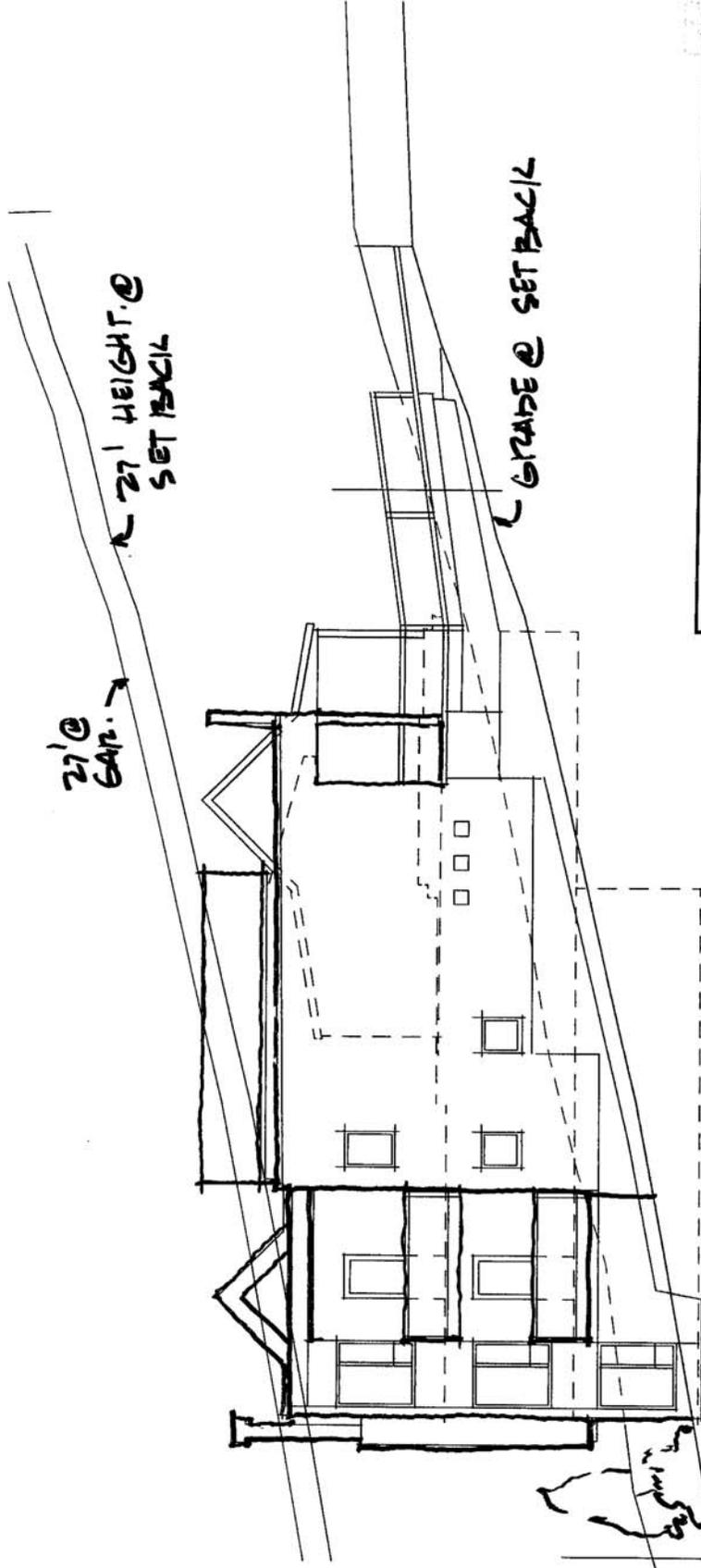


FEB 22 2008

Steven A. Swanson Architect  
 255 Main, P.O. Box 3312  
 Park City, UT 84090  
 435-513-1079

Residence Addition/ Remodel  
 1102 Norfolk Ave.  
 Park City, Utah  
 Historic Preservation Board - March 17, 2008

SOUTH ELEVATION  
 11'0" = 11'-0"



NORTH ELEVATION  
1/8" = 1'-0"

Residence Addition/ Remodel  
1102 Norfolk Ave.  
Park City, Utah

Steven A. Swanson Architect  
1102 Norfolk Ave. #312  
Park City, UT 84302  
438-613-1079  
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# Historic Preservation Board Staff Memo



**DATE:** March 17, 2008  
**AUTHOR:** Kirsten Whetstone  
**TITLE:** 147 Ridge Avenue  
**TYPE OF ITEM:** HPB Guidance Request

**PLANNING DEPARTMENT**

## Recommendation

Staff recommends that the Historic Preservation Board provide guidance to the owners of 147 Ridge Avenue in regards to shifting the existing house on the lot.

## Project Information

**Applicant:** Jonathan deGray, owner's representative  
**Location:** 147 Ridge Avenue  
**Zoning:** Historic Residential (HRL)

## Background

On February 20, 2008, Staff received a letter from the owner's representative of 147 Ridge Avenue. The owners request direction on whether the historic house can be shifted to the west a distance of about 5' on the north corner and 12' on the south corner and rotated about 30 degrees to align the building with the lot lines.

On June 23, 2006, the applicant submitted a Historic District Design Review application for an addition to the house (Exhibit A). Staff has been working with the applicant on the design. Revised plans were submitted on January 30, 2008. A plat amendment to create a lot of record from several lots was approved by City Council on August 2, 2007. The plat amendment established a maximum footprint for 147 Ridge at 1,500 sf which is a reduction from the LMC maximum of 2,631 sf.

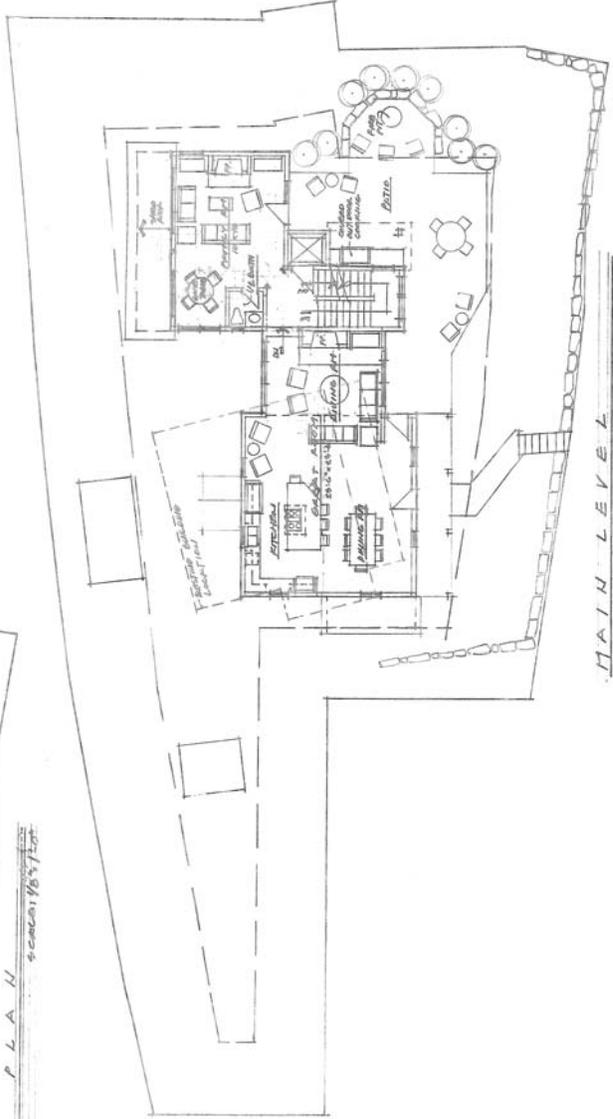
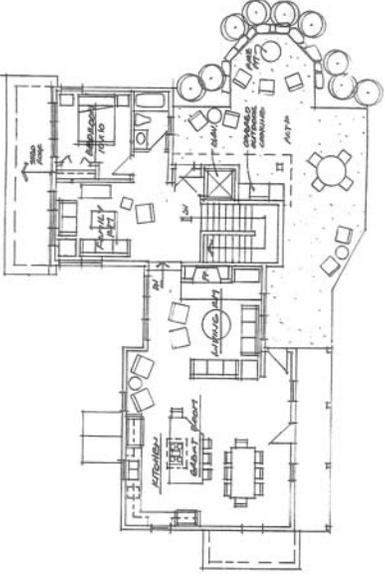
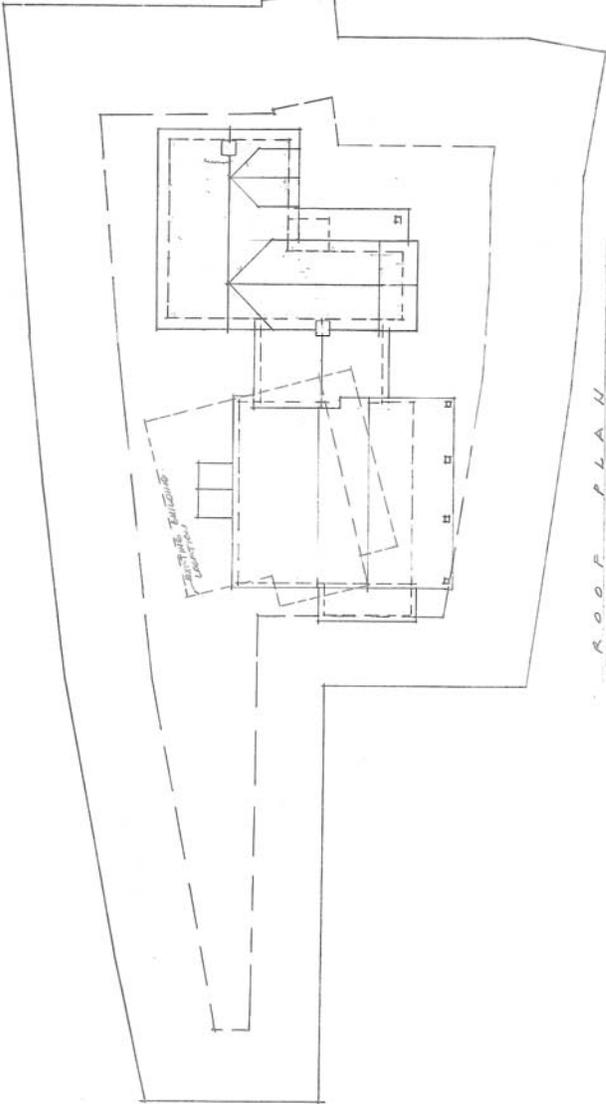
The request for guidance falls under the additional duties of the HPB within the Land Management Code section 15-11-6(F) "Provide advice and guidance on request of the property owner or occupant on the construction, restoration, alteration, decoration, landscaping, or maintenance of any cultural resource, and property within the Historic District, or neighboring property within a two block radius of the Historic District."

## **EXHIBITS**

- A –Plans from Applicant dated February 19, 2008
- B- Letters from Applicant

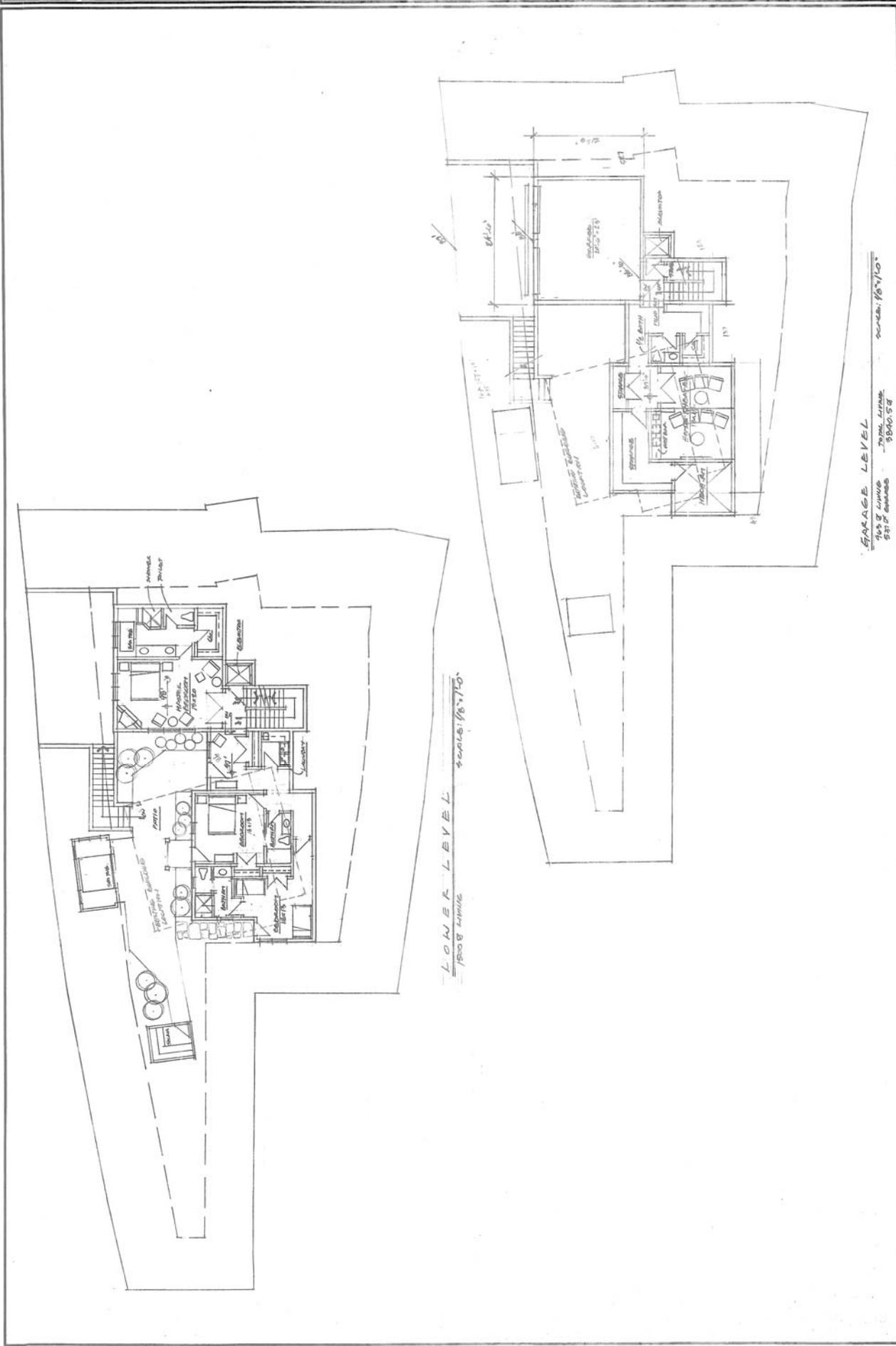


DATE:	7/11/07
PROJECT NUMBER:	
OWNER:	
SCALE:	
DATE:	



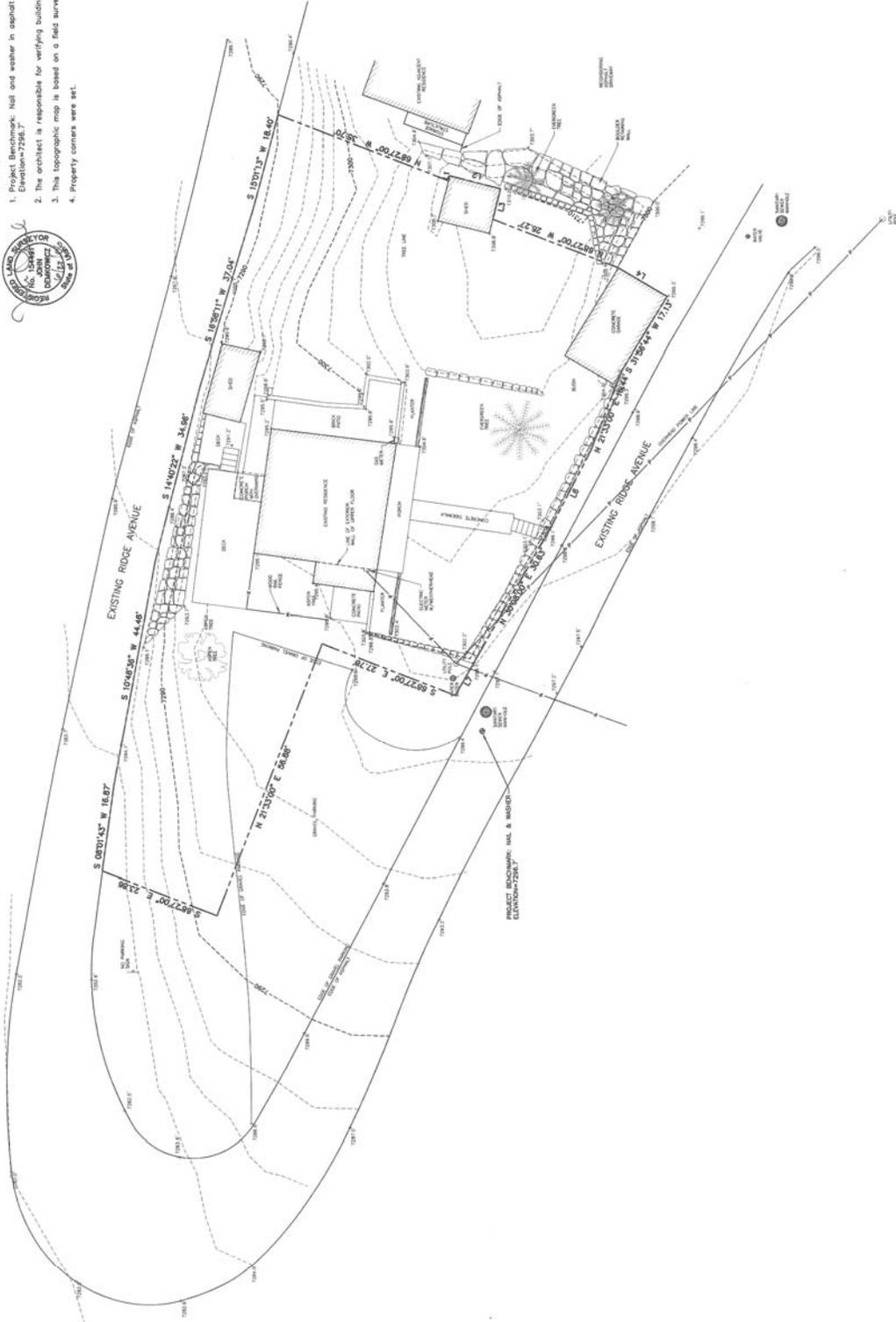
SCHEMATIC PLAN

A-1

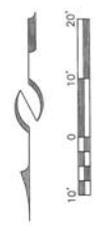


**NOTES**

1. Project Benchmark: Hill and washer in asphalt. Elevation=7256.7'
2. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
3. This topographic map is based on a field survey performed on September 1, 2004.
4. Property corners were set.



LINE	BEARING	DISTANCE
L1	S 72°14'24\"/>	



SHEET  
1  
OF  
1

**EXISTING CONDITIONS  
147 RIDGE AVENUE**

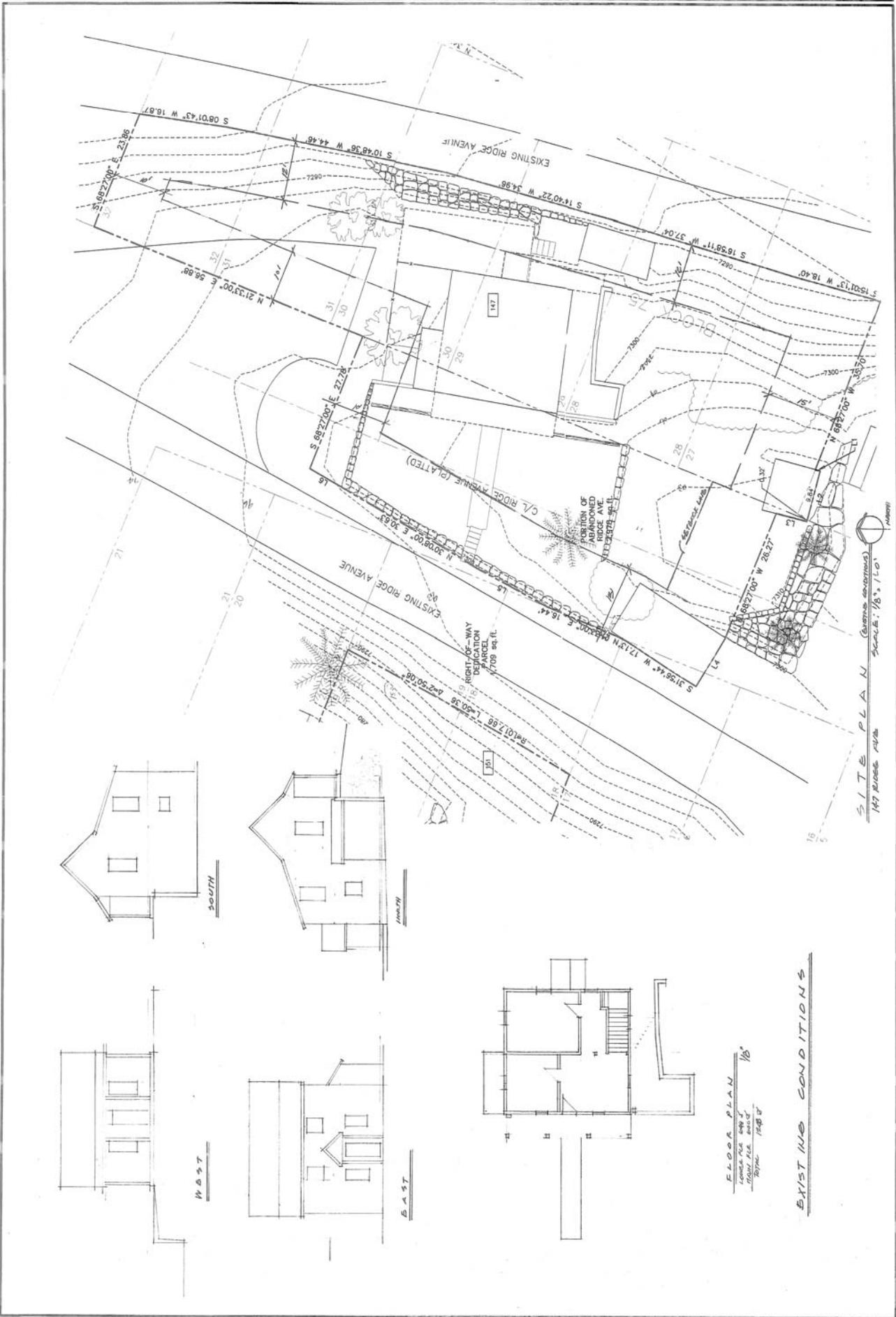
FOR: [Redacted] AVUE W66D  
DATE: NO. 17-15-08  
FILE: N:\Projects\Survey\dwg\topo\topoA\071004-replotted.dwg

STAFF:  
MARTY MORRISON  
JAMES W. KING  
MARSHALL KING

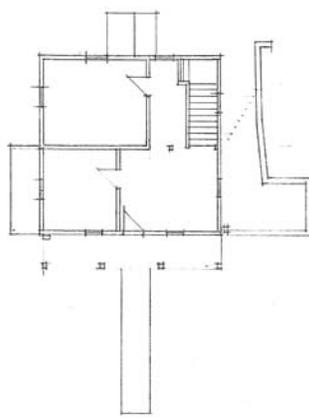
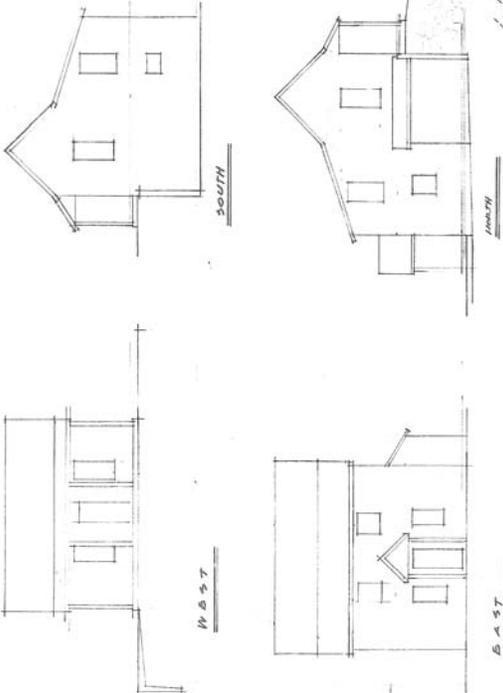
DATE: 6/22/08



CONSULTING ENGINEERS, LAND PLANNERS & SURVEYORS  
322 Park Street, P.O. Box 2087, Fort Detrick, MD 21741



SITE PLAN  
147 RIDGE AVE  
Scale: 1/8" = 1'-0"  
(Unless otherwise noted)



FLOOR PLAN  
Scale: 1/8" = 1'-0"  
(Unless otherwise noted)

EXISTING CONDITIONS

Jonathan DeGray - Architect

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January 29, 2008

Park City Municipal Corporation  
443 Marsac Avenue  
Park City, Utah 84060

Attn: Ms. Kirsten Whetstone, Planning Department

Re: Anne Wood Residence  
147 Ridge Avenue

Dear Kirsten,

The owners of 147 Ridge Avenue have asked me to undertake designs for a remodel and addition to the existing historic residence. As you are aware I have been working with Ray Milliner since the summer to develop a schematics design that is acceptable to the owners and staff. At this time I am seeking approval to shift the building location 8' to achieve a superior design solution.

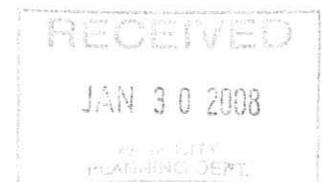
As some back round to the project 147 Ridge is a historic home that has been the subject of a lengthy plat amendment process with the city. This process involved a complicated land exchange between the owner, Anne Wood and the city. The result is the plat which was just approved and recorded at the end of last year that cleans up the ownership of Ridge Avenue and gives the city a clean title to the right of way. The plat also stipulated a reduction in the allowable building footprint from 2586 sq. ft. (per LMC formula) to 1500 sq. ft.

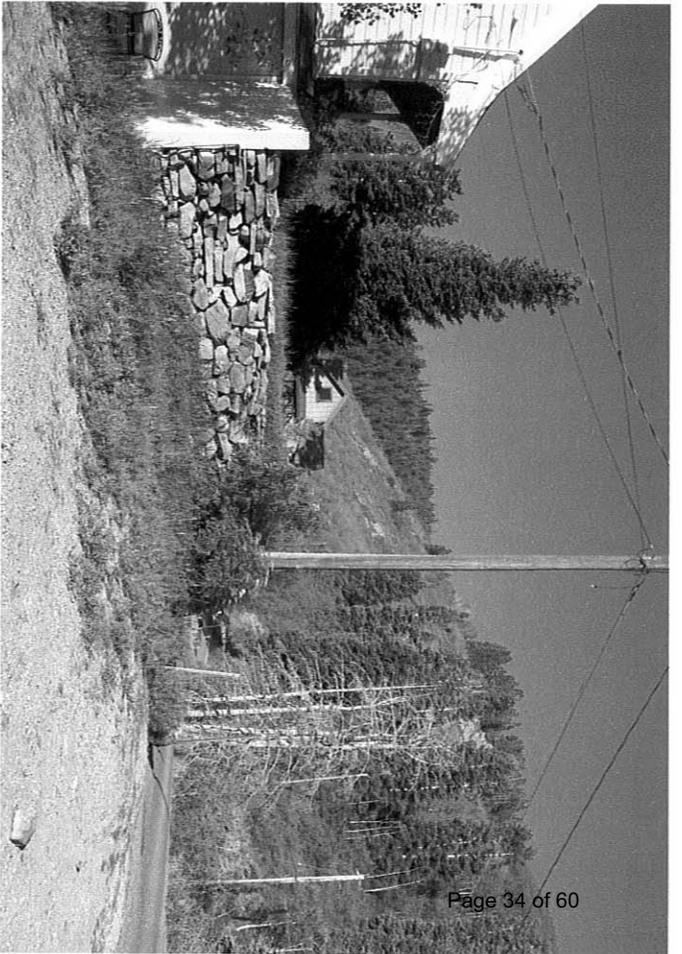
During the course of designing the remodel and addition to the historic home I have tried a number of alternatives to place an addition to the rear of the home that would not overpower or visually compete with the historic home. I have found that the way the home is currently sited makes this job difficult mainly due to how close the home currently sits to Ridge Avenue on the east side. One of the options I have examined is to shift the building location by 8' (see attached plans). By moving the building this small amount I can add on to the rear of the historic home and maintain enough room around the building to step the addition away from the historic home. This in effect allows the historic home to read as the dominant form as viewed from the street on all sides.

In light of the above information I am asking the planning staff for a favorable determination to move the home at 147 Ridge Avenue as described in the accompanying drawings. Please do not hesitate to contact me should you have any questions regarding this request. I look forward to hearing from you at your earliest convenience.

Sincerely,

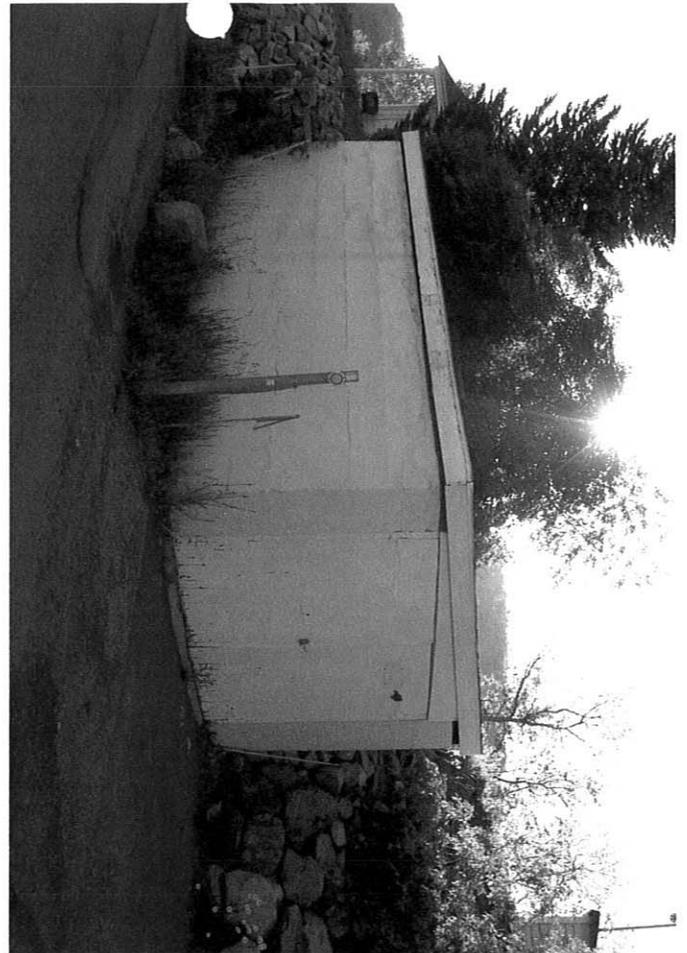
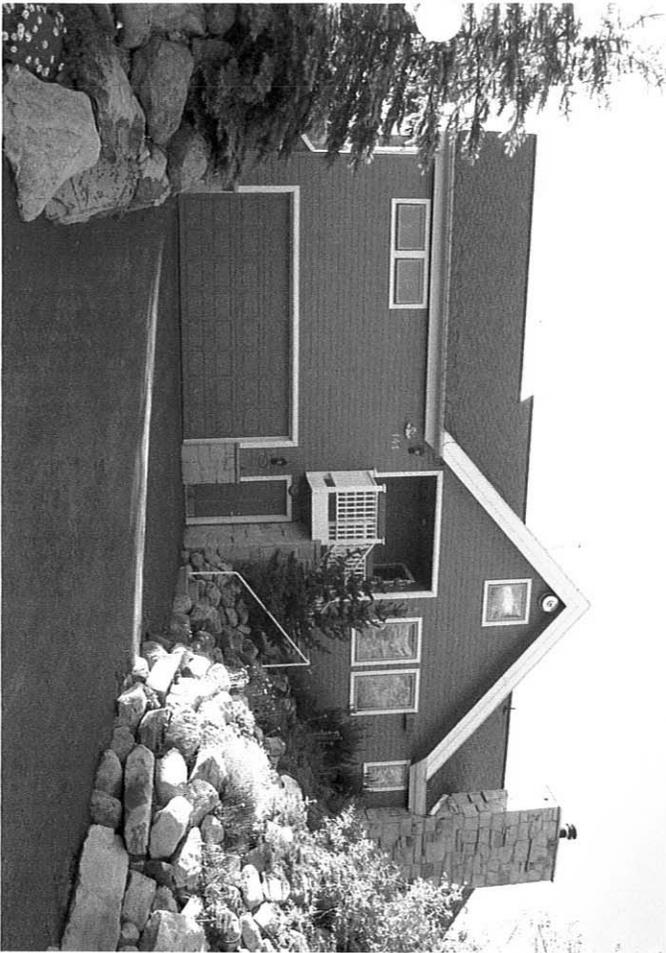
  
Jonathan DeGray - Architect



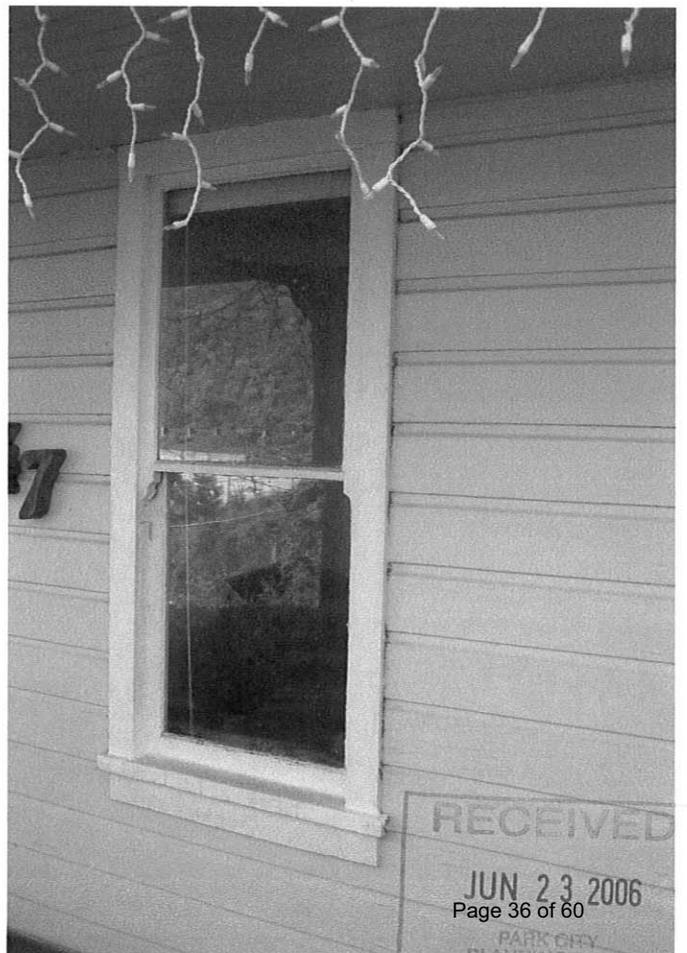




Park City  
PLANNING DEPT.  
JUN 23 2008



Historic Preservation Board - March 17, 2008



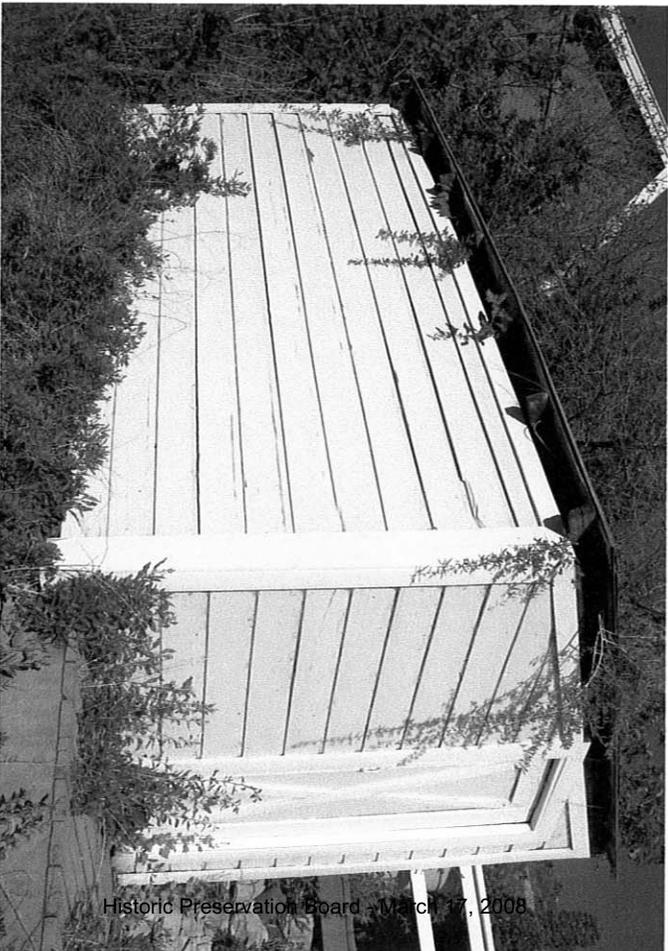
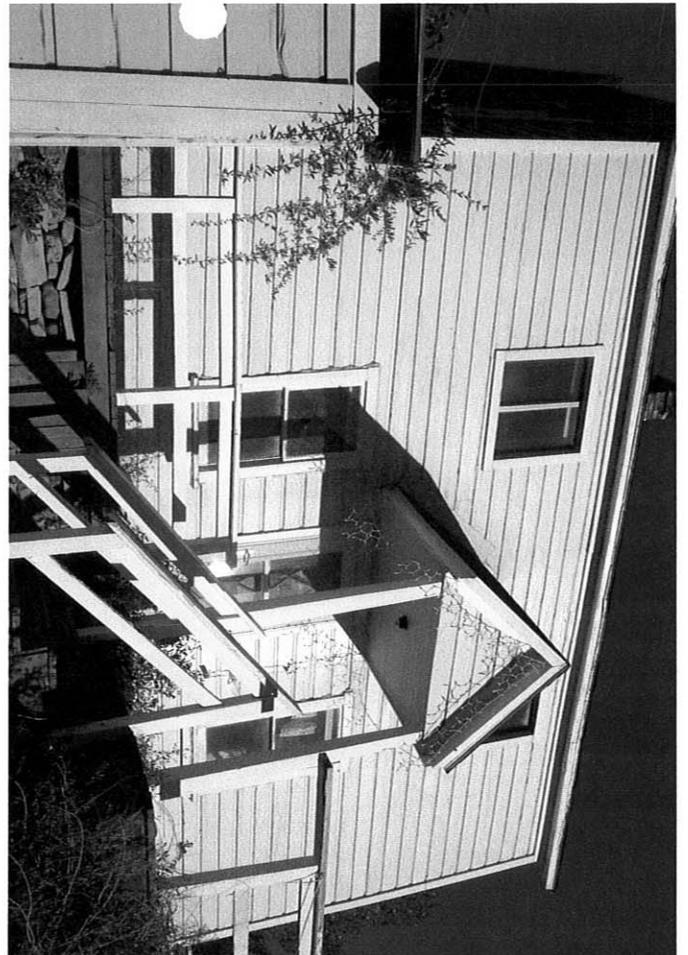
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PARK CITY  
PLANNING DEPT.



Historic Preservation Board - March 17, 2008

JUN 23 2006





Historic Preservation Board - March 17, 2008

RECEIVED  
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PARK CITY  
PUBLISHING DEPT.

## **ACTION ITEMS**



**HISTORIC DISTRICT GRANT EXTENSION APPLICATION**

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**DATE:** March 17, 2008  
**DEPARTMENT:** Planning Department  
**AUTHOR:** Jeff Davis  
**TYPE OF ITEM:** Grant Extension Application  
**APPLICANT:** Tina Smith  
**LOCATION:** 1135 Park Avenue  
**ZONING:** Historic Residential (HR-1)  
**ADJACENT LAND USES:** Low Density Residential  
**DATE OF APPLICATION:** January 22, 2008



**Planning Department**

**BACKGROUND AND SUMMARY**

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The applicant is requesting an extension of the grant money previously awarded to help fund the cost of major renovations to the existing historic house. Specifically, the grant money was requested for porch repair (soffit and deck), cornice repair, exterior trim, foundation, concrete floor, excavation, and costs associated with raising the house.

On November 6, 2006 the applicant was awarded a grant of \$20,525 allocated in the following manner:

Soffit, decking, cornice & exterior trim repair	\$2,757
Raise the house	\$5,750
Excavation	\$5,250
Foundation	\$5,850
Concrete floor under the house	\$975
<b>Total</b>	<b><u>\$20,525</u></b>

A condition of the awarded grant was that the grantee had to complete the approved rehabilitation work within nine (9) months from the date of building permit issuance, which took place on October 18, 2006. If the rehabilitation work couldn't be completed within the nine (9) months a written request for an extension must be submitted to, and approved by, the Historic Preservation Board. The written request for an extension was received by the Planning Department on January 22, 2008 (Attached as Exhibit B) and the applicant is asking for an exemption from the nine (9) month rule.

According to the applicant, she is making progress, but the delay is due to "unforeseen problems and time to correct the problems. The primary item of incompleteness is the front deck which my contractor advises me not to install until the sub contractors are mostly off the property."

**RECOMMENDATION**

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Staff recommends the Board review the request for a historic district grant extension and award the applicant an extension to complete the renovation and stabilization of the historic house located at 1135 Park Avenue.

## HISTORIC DISTRICT GRANT EXTENSION APPLICATION

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### EXHIBITS

- A. Original Letter from Applicant
- B. House Plans
- C. Copy of Original Grant
- D. Applicant's written request for an extension

HISTORIC DISTRICT GRANT EXTENSION APPLICATION

The Historic Grant District  
Regarding the Restoration and Stabilization for

1135 Park Avenue  
Park City, Utah

July 25, 2006

Tina M. Smith  
PO Box 1442  
Park City, UT 84060  
435-640-3579

Dear Mr. White,

I truly appreciate that the Historic Preservation Board awarded me a grant for \$2,757.50. The Historic Preservation Board allocated this funding for the following items:

1)	Soffit for porch repair	\$ 707.50
2)	Decking for porch repair	\$ 770.00
3)	Cornice repair	\$ 687.50
4)	Exterior trim	\$ 592.50

(City's portion)

However, this house is rotting into the ground. For me to provide a visible community benefit and enhance the historic architecture of Park City as per your conditions I have to raise the house, excavate underneath the house and put a foundation under the house, which includes a concrete floor.

1)	Raise the house	\$11,500.00
2)	Excavate underneath the house	\$10,500.00
3)	Put a foundation under the house	\$11,700.00
4)	Pour a concrete floor	\$ 1,950.00

(Estimated total costs)

It would be much more cost effective to demo the house and start new, but I am not allowed. Basically I am paying to preserve a house, with strict guidelines, for the Historic Preservation Board.

I started submitting permits and plans to the city January 27<sup>th</sup>, 2006. It has only been since July 10<sup>th</sup>, 2006 that the paper work has moved thru planning to the point that I can pick up a demo permit. Over these months I have complied with all requests and revisions. I am an 18-year resident of old town and completely understand the importance of historic preservation. I only request that the Board assist me financially to complete the preservation tasks to stabilize this house.

Sincerely,



JUL 25 2006

## HISTORIC DISTRICT GRANT EXTENSION APPLICATION

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The Historic Grant District  
Regarding the Restoration and Stabilization for

1135 Park Avenue  
Park City, Utah

Tina M. Smith  
PO Box 1442  
Park City, UT 84060  
435-640-3579

To Whom,

1135 Park Ave. was built in 1904. I have no knowledge of previous owners or of her history. I purchased this house fall of 2000. She has been rented on long-term rental since the purchase.

The house is wood sitting mostly on dirt and rocks. There is an existing crawl, mechanical space that has been dug out of the dirt underneath the house. The space is very functional with just over 6ft head clearance. It appears the original owners used Aspen trees and mineshaft lumber to support the house from underneath.

Unfortunately the earth is caving in around the perimeter causing gaps between the house and the ground allowing animals and cold air easy access to under the house.

I have been told that the plumbing is over 80 years old. There have always been some issues but this past year every plumbing/ pipe problem has escalated. I have been consulted by many plumbers that it all needs to be replaced and modernized.

I really like this house and intend to live their full time. I have already started plans to pick her up, stabilize and enhance her historic beauty as by codes instated by Park City Planning and Building Department. Enclosed in this packet are the itemized intentions for improvement.

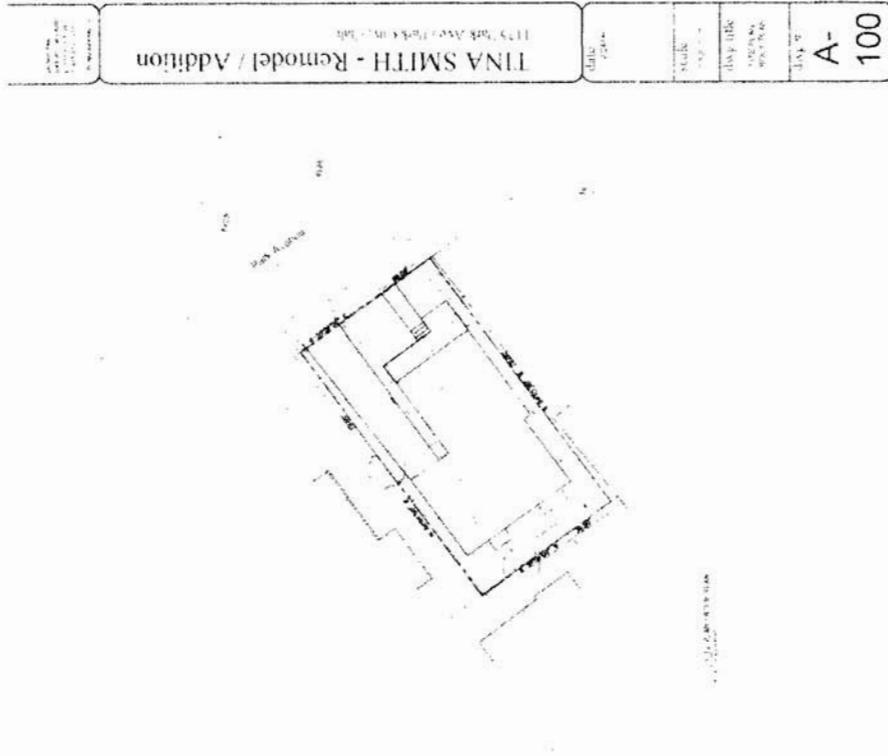
I have resided in Park City since 1989. I have supported, donated money and volunteered lots of time and energy into this community and will continue doing so. I write this in hopes the Historic Society will help me restore and preserve this house. My plans are to begin excavating in May 2006; my architect tells me that it should only take 4 months for completion.

Sincerely,

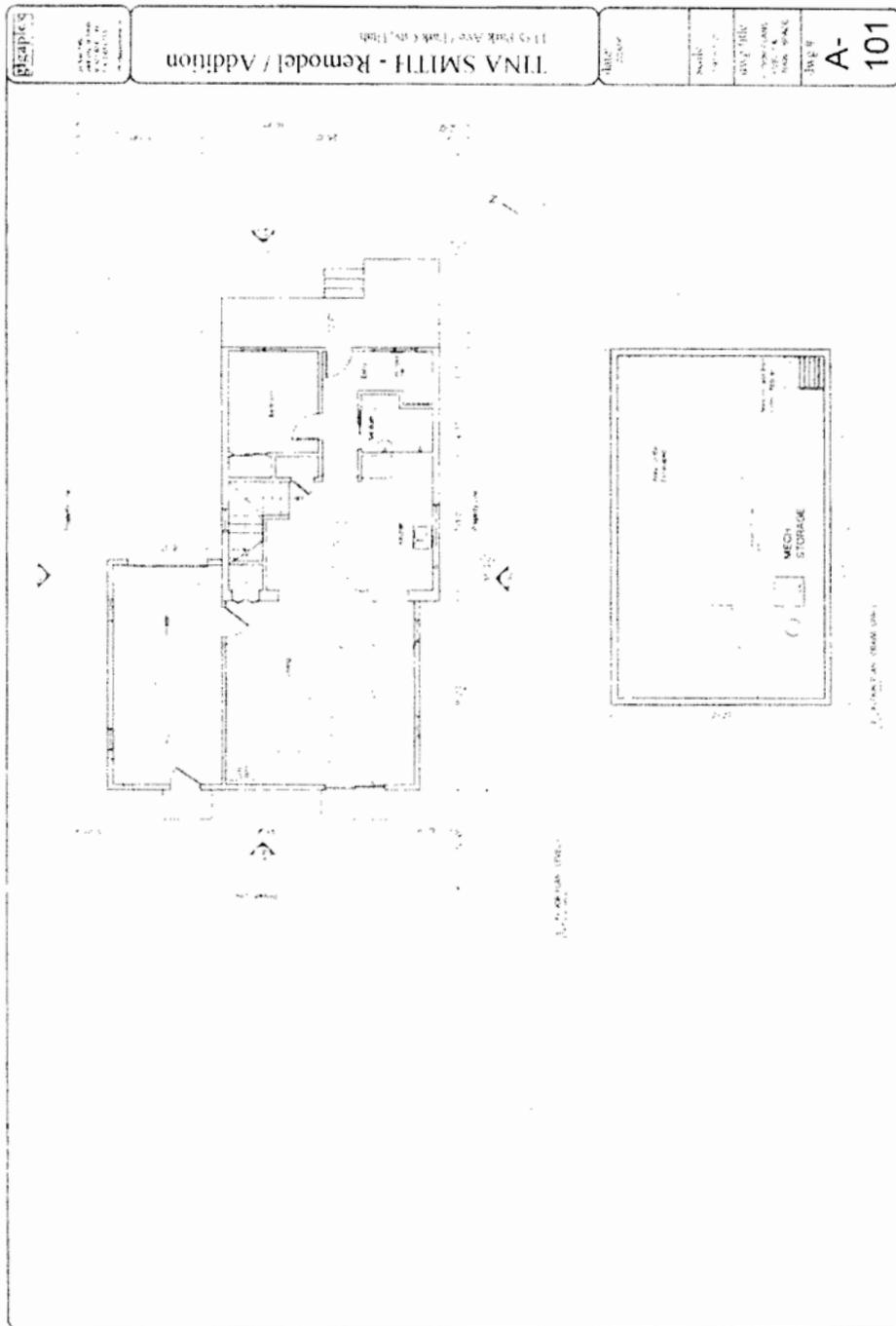
Tina M. Smith

JUL 19 2006

# HISTORIC DISTRICT GRANT EXTENSION APPLICATION



# HISTORIC DISTRICT GRANT EXTENSION APPLICATION



# HISTORIC DISTRICT GRANT EXTENSION APPLICATION

	TINA SMITH - Remodel / Addition 1151 PARK AVE / 1504 CORN. 1150B	DATE: _____	DRAWN BY: _____	DRAWN # A-102
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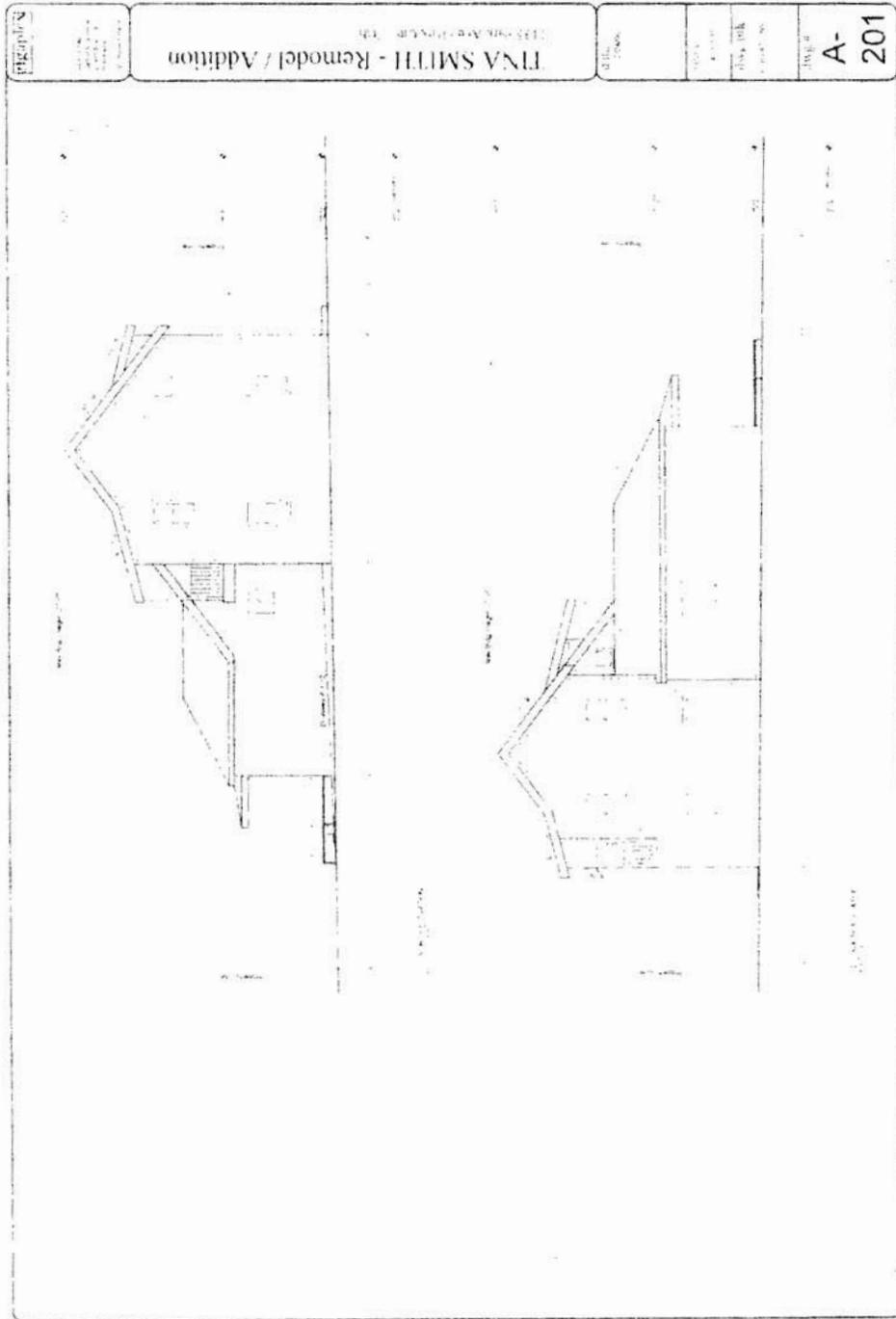
  


HISTORIC DISTRICT GRANT EXTENSION APPLICATION

	TINA SMITH - Remodel / Addition 1115 Locust Ave. (Park City, Phila)	Date: 1/20/08	Scale: 1/8" = 1'-0" Drawing # 00000000	Page # <b>A-200</b>

1-20-08 11:40 AM  
L...

HISTORIC DISTRICT GRANT EXTENSION APPLICATION





Building Department • City Engineer • Planning and Zoning

November 6, 2006

Tina Smith
P. O. Box 1442
Park City, UT 84060

RE: Historic District Grant Program - 1135 Park Avenue

Dear Tina:

On behalf of the Historic Preservation Board, I am pleased to inform you that you have been awarded a grant in the amount of \$17,825. When added to your previous grant award of \$2,700, your total grant is \$20,525. The Historic Preservation Board has allocated this funding to assist you with the following items:

Table with 2 columns: Item description and Amount. Items include Soffit, decking, cornice & exterior trim repair (\$2,757), Raise the house (5,750), Excavation (5,250), Foundation (5,850), Concrete floor under the house (975), and Total (\$20,525).

The paperwork for your grant is enclosed. Please sign the Grant Agreement, Trust Deed and Trust Deed Note and have your signature(s) notarized on all three documents within 60 days. When you return the paperwork, we will obtain the remaining signatures. The Trust Deed will be recorded with Summit County when the funds are disbursed to you. Also, please complete and return the enclosed W-9 form.

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange for final inspections by both a building inspector and the Planning Department.

Thank you for your commitment to help in the preservation of historic Park City structures. Please keep accurate records of your expenditures. You will be required to submit copies of your receipts and canceled checks (or proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. You will be reimbursed for one-half of the amount spent up to the total amount of your grant award.

Please do not hesitate to contact the Planning Department at 615-5061 if you have questions.

Sincerely,

Handwritten signature of David G. White

David G. White, Chair
Historic Preservation Board

cc: file

Park City Municipal Corporation • 445 Marsac Avenue • P.O. Box 1480 • Park City, UT 84060-1480
Building Department • (435) 615-5100 • FAX (435) 615-4900
City Engineer • (435) 615-5055 • FAX (435) 615-4906

Historic Preservation Board - Planning and Zoning • (435) 615-5060 • FAX (435) 615-4906

**HISTORIC PRESERVATION**  
**2006 GRANT PROGRAM AGREEMENT**

This agreement is made by and between the PARK CITY MUNICIPAL CORPORATION ("City") and Tina M. Smith ("Grantee"), regarding the property described as follows (legal description):

LOT 1 1135 PARK AVENUE REPLAT SUBDIVISION; ACCORDING TO THE OFFICIAL PLAT ON FILE IN THE SUMMIT COUNTY RECORDERS OFFICE CONT 2962.5 SQ FT OR 0.07 AC

The City has made funds available for the renovation and/or rehabilitation of residences and businesses in Park City which are of historic significance. Funds are being made available on a matching basis to the owner of such structures to further the purposes of historic preservation in Park City. The program is being administered by the Historic Preservation Board.

Grantee has been selected as a recipient of a grant from the City in the maximum amount of Twenty thousand five hundred twenty-five dollars (\$20,525) which grant proceeds will be paid to Grantee upon completion of the approved rehabilitation work, subject to the terms below.

In consideration of the mutual promises and agreements contained herein, the sufficiency of which is hereby acknowledged, the City and Grantee agree as follows:

1. Within sixty days (60) days of Grant award, Grantee will submit to the Park City Planning Department plans and specifications describing the proposed rehabilitation work, which plans and specifications will be subject to review and approval by the Park City Planning Department for compliance with applicable development codes, including but not limited to the Park City Land Management Code and Historic District Design Guidelines.
2. Grantee will complete the approved rehabilitation work within nine (9) months from the date of building permit issuance, or a written request for an extension must be submitted to, and approved by, the Historic Preservation Board. If the work performed fails to comply with the approved plans, the City may revoke the grant or seek specific performance as enforcement of this Agreement.
3. Grantee will submit all receipts and/or lien releases for the work done pursuant to this Agreement.
4. The City will reimburse Grantee for one half the total cost of approved rehabilitation work, up to a maximum of Twenty thousand five hundred twenty-five dollars (\$20,525) based upon the receipts submitted, and approval by the Planning and

Building Departments of the completion of the rehabilitation work, pursuant to the approved plans and building permit(s).

5. Grantee agrees to allow the City to place a sign on Grantee's premises during construction work and for up to one year after completion, which sign shall state that the rehabilitation work is being supported by a grant from the Park City Municipal Corporation and that the Grant Program is being administered by the Park City Historic Preservation Board.

6. For ten (10) years following the award of the Grant, the Grantee shall not apply for a demolition permit for the building or site for which the Grant is awarded, unless the building or site is structurally unsound or other substantial changes in circumstance have occurred (other than neglect by the owner), in which case the owner may apply as conditions warrant. All future modifications or additions to the building shall be subject to the review and approval of the Planning Department Staff for compliance with applicable development codes, including but not limited to the Park City Land Management Code and Historic Design Guidelines.

7. If the building is a residential building, Grantee warrants that the building use shall remain residential for at least five (5) years following completion of the rehabilitation work performed pursuant to this Agreement.

8. Grantee warrants that the building or site for which the grant is awarded shall remain in Grantee's ownership for at least five (5) years. The Grantee shall execute a promissory note and trust deed to secure repayment of the Grant amount, which security shall be subordinate to any purchase financing and/or restoration/rehabilitation financing for the property. The City shall release the note and deed of trust five years from the date of payment hereunder. If the Grantee sells the building within five years of payment hereunder, the Grantee shall pay to the City a recapture amount of the grant as specified below, plus interest of 1% per month from the date of the disbursement of the Grant:

Within the first year, 100% of the grant  
Within the second year, 80% of the grant  
Within the third year, 60% of the grant  
Within the fourth year, 40% of the grant  
Within the fifth year, 20% of the grant

9. In exchange for the City's contribution, Grantee agrees to provide the following minimum services to the community:

Maintain the architectural significance of the structure;  
Retain and/or restore the historic character of the structure;  
Preserve the structural integrity of the structure; and  
Perform normal maintenance and repairs.

Both parties agree that the above services provided to the community and other consideration herein represent a good faith exchange of current fair market value of the City's contribution.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2006.

**PARK CITY MUNICIPAL CORPORATION**

\_\_\_\_\_  
**Dana Williams, Mayor**

ATTEST:

\_\_\_\_\_  
**Janet M. Scott, City Recorder**

APPROVED AS TO FORM:

\_\_\_\_\_  
**City Attorney's Office**

GRANTEE:

By: \_\_\_\_\_  
Name: Tina M. Smith  
Historic Address: 1135 Park Avenue

STATE OF UTAH            )  
  ss  
COUNTY OF SUMMIT    )

On this \_\_\_\_ day of \_\_\_\_\_, 2006, before me, the undersigned notary, personally appeared personally known to me/proved to me through identification documents allowed by law, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged that he/she/they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

## TRUST DEED NOTE

DO NOT DESTROY THIS NOTE: When paid, this note, with Trust Deed securing same, must be surrendered to Trustee for cancellation, before reconveyance will be made.

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\$20,525

Park City, Utah  
, 2006

WHEREAS, Tina M. Smith, "Grantor" has entered into a 2006 Historic Preservation Grant Agreement ("Agreement") attached hereto as Exhibit A, with Park City Municipal Corporation, "Grantee"; and

WHEREAS the Grantor was awarded a grant of Twenty thousand five hundred twenty-five dollars (\$20,525) pursuant to the Agreement; and

WHEREAS, pursuant to the Agreement, the Grantor has agreed to repay the grant if the property is sold within five years of the grant;

WHEREAS, the City desires to provide grant funds to Historic District home owners in exchange for services provided to the community equal in current fair market value to the City's contribution;

NOW, THEREFORE, the undersigned Grantor, FOR VALUE RECEIVED, promises to pay to the order of PARK CITY MUNICIPAL CORPORATION, within thirty (30) days of closing the sale of the property, the amount set forth below, plus interest, if the property is sold within five (5) years of payment of the Grant pursuant to the Agreement:

Payment of principal, plus interest of one percent (1%) per month accruing from the date of disbursement of the Grant:

- a) within one year, 100% of Grant;
- b) within the second year, 80% of Grant;
- c) within the third year, 60% of Grant;
- d) within the fourth year, 40% of the Grant;
- e) within the fifth year, 20% of the Grant

If this note is collected by an attorney after default in the payment of principal or interest, either with or without suit, the undersigned agrees to pay all costs and expenses of collection including a reasonable attorney's fee.

The makers, sureties, guarantors and endorsers hereof severally waive presentment for payment, demand and notice of dishonor and nonpayment of this note,

and consent to any and all extensions of time, renewals, waivers or modifications that may be granted by the holder hereof with respect to the payment or other provisions of this note, and the release of any security, or any part thereof, with or without substitution.

This note is secured by a Trust Deed of even date herewith. Grantee shall release the Note and Trust Deed five (5) years from the date of the payment of the Grant pursuant to this Agreement.

\_\_\_\_\_  
Tina M. Smith, Grantor

STATE OF UTAH            )  
  SS  
COUNTY OF SUMMIT    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2006, before me, the undersigned notary, personally appeared \_\_\_\_\_ personally known to me/proved to me through identification documents allowed by law, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged that he/she/they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

WHEN RECORDED, MAIL TO:  
City Recorder  
Park City Municipal Corporation  
P. O. Box 1480  
Park City, Utah 84060

## TRUST DEED

THIS TRUST DEED, made this \_\_\_\_ day of \_\_\_\_\_, 2006, between Tina M. Smith, Trustor, whose mailing address is, MARK D. HARRINGTON, ESQ., a member of the Utah State Bar, as Trustee, and PARK CITY MUNICIPAL CORPORATION, a municipal corporation of the state of Utah, as Beneficiary.

WITNESSETH: That Trustor conveys and warrants to Trustee in trust, with power of sale, the following described property, situated in Summit County, state of Utah:

LOT 1 1135 PARK AVENUE REPLAT SUBDIVISION; ACCORDING TO THE OFFICIAL PLAT ON FILE IN THE SUMMIT COUNTY RECORDERS OFFICE CONT 2962.5 SQ FT OR 0.07 AC

Together with all buildings, fixtures and improvements thereon and all water rights, rights of way, easements, rents, issues, profits, income, tenements, hereditaments, privileges and appurtenances thereunto belonging, now or hereafter used or enjoyed with said property, or any part thereof. Subject, however, to the right, power and authority hereinafter given to and conferred upon Beneficiary to collect and apply such rents and profits;

For the purpose of securing (1) payments of the indebtedness evidenced by a promissory note of even date herewith, in the principal sum of Twenty thousand five hundred twenty-five dollars (\$20,525) made by Trustor, payable to the order of Beneficiary at the times, in the manner and with interest as therein set forth, and any extensions and/or renewals or modifications thereof; (2) the performance of each agreement of Trustor herein contained; (3) the payment of such additional loans or advances as hereafter may be made to Trustor, or on Trustor's behalf as guaranty of other loans to Trustor, or their successors or assigns, when evidenced by a promissory note or notes reciting that they are secured by this Trust Deed; and (4) the payment of all sums expended or advanced by Beneficiary under or pursuant to the terms hereof, together with interest thereon as herein provided.

TO PROTECT THE SECURITY OF THIS TRUST DEED, TRUSTOR AGREES:

1. To keep said property in good condition and repair; not to remove or demolish any building thereon, to complete or restore promptly and in good and workmanlike manner any building which may be constructed, damaged or destroyed thereon; to comply with all laws and covenants and restrictions affecting said property; not to commit or permit waste thereof; not to commit, suffer or permit any act upon said property in violation of law; to do all other acts which from the character or use of said property may be reasonably necessary, the specific enumerations herein not excluding the general; and, if the loan secured hereby or any part hereof is being obtained for the purpose of financing construction of improvements on said property, Trustor further agrees:

(a) To commence construction promptly and to pursue same with reasonable diligence to completion in accordance with plans and specifications satisfactory to Beneficiary; and

(b) To allow Beneficiary to inspect said property at all times during construction.

Trustee, upon presentation to it of an affidavit signed by Beneficiary, setting forth showing a default by Trustor under this numbered paragraph, is authorized to accept as true and conclusive all facts and statements therein, and to act thereon hereunder.

2. To faithfully perform all obligations under a certain Trust Deed Note by and between the Trustor and Beneficiary dated of even date herewith.

3. Time is of the essence hereof. Upon default by Trustor in the payment of any indebtedness secured hereunder, all sums secured hereby shall immediately become due and payable at the option of the Beneficiary. In the event of such default, Beneficiary may execute or cause Trustee to execute a written notice of default and of election to cause said property to be sold to satisfy the obligations hereof, and Trustee shall file such notice for record in each county wherein said property or some part of parcel thereof is situated. Beneficiary also shall deposit with Trustee, the note and all documents evidencing expenditures secured hereby.

4. After the lapse of such time as may then be required by law following the recordation of said notice of default, and notice of default and notice of sale having been given as then required by law, Trustee, without demand on Trustor, shall sell property on the date and at the time and place designated in said notice of sale, either as a whole or in separate parcels, and in such order as it may determine (but subject to any statutory right of Trustor to direct the order in which such property, if consisting of several known lots or parcels, shall be sold) at a public auction to the highest bidder, the purchase price payable in lawful money of the United States at the time of sale.

The person conducting the sale may, for any cause he deems expedient, postpone the sale from time to time until it shall be completed and, in every case, notice of postponement shall be given by public declaration thereof by such person at the time and place last appointed for the sale; provided, if the sale is postponed for longer than one day beyond the day designated in the notice of sale, notice thereof shall be given in the same manner as the original notice of sale. Trustee shall execute and deliver to the purchaser its Deed conveying said property so sold, but without any covenant or warranty, express or implied. The recitals in the Deed of any matters or facts shall be conclusive proof as to the truthfulness thereof. Any person, including Beneficiary, may bid at the sale. Trustee shall apply the proceeds of the sale to payment of (1) the costs and expenses of exercising the power of sale and of the sale, including the payment of the Trustee's and attorney's fees; (2) cost of any evidence of title procured in connection with such sale and revenue stamps on Trustee's Deed; (3) all sums expended under the terms hereof, not then repaid, with accrued interest at one percent (1%) per month from date of expenditure; (4) all other sums then secured hereby; and (5) the remainder, if any, to the person or persons legally entitled thereto, or the Trustee, in its discretion, may deposit the balance of such proceeds with the county clerk of the county in which the sale took place.

5. Upon the occurrence of any default hereunder, Beneficiary shall have the option to declare all sums secured hereby immediately due and payable and foreclose this Trust Deed in the manner provided by law for the foreclosure of mortgage on real property and Beneficiary shall be entitled to recover in such proceeding all costs and expenses incident thereto, including a reasonable attorney's fee in such amount as shall be fixed by the court.

6. Beneficiary may appoint a successor Trustee at any time by filing for record in the office of the county recorder of each county in which said property or some part thereof is situated, a Substitution of Trustee. From the time the substitution is filed for record, the new Trustee shall succeed to all the powers, duties, authority and title of the Trustee named herein or of any successor Trustee. Each such substitution shall be executed and acknowledged, and notice thereof shall be given and proof thereof made, in the manner provided by law.

7. This Trust Deed shall apply to, inure to the benefit of, and bind all parties hereto, their heirs, legatees, devisees, administrators, executors, successors and assigns. All obligations of Trustor hereunder are joint and several. The term "Beneficiary" shall mean the owners and holders, including any pledgee, of the note secured hereby. In this Trust Deed, whenever the context requires, the masculine gender includes the feminine and/or neuter, and the singular includes the plural.

8. Trustee accepts this Trust when this Trust Deed duly executed and acknowledged is made a public record as provided by law. Trustee is not obligated to notify any party hereto of pending sale under any other Trust Deed or of any action or proceeding in which Trustor, Beneficiary or Trustee shall be a party, unless brought by Trustee. Upon request of Trustor, and consent of Beneficiary, Trustee is authorized to

execute legal instruments subordinating this Trust Deed to subsequent security interests.

9. This Trust Deed shall be construed according to the laws of the state of Utah.

10. The undersigned Trustor requests that a copy of any notice of default and of any notice of sale hereunder be mailed to them at the address hereinbefore set forth.

TRUSTOR:  
2006 Historic District Grant Program

\_\_\_\_\_  
Grant Recipient's Name: Tina M. Smith

STATE OF UTAH            )  
                                  SS  
COUNTY OF SUMMIT    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2006, before me, the undersigned notary, personally appeared \_\_\_\_\_ personally known to me/proved to me through identification documents allowed by law, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged that he/she/they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

HISTORIC DISTRICT GRANT EXTENSION APPLICATION

PL-08-00299

Tina M. Smith  
1135 Park Avenue  
PO Box 1442  
Park City, UT 84060  
435.640.3579

January 23, 2008

Park City Preservation Board  
445 Marsac Avenue  
Park City, UT 84060

**Subject: Requesting Extension to complete Rehabilitation work for items listed on Historic Preservation Grant for 1135 Park Avenue**

Dear Preservation Board,

It has come to my attention that I am closing in on the time requested for completion of approved rehabilitation work by the Grant Program Agreement.

The delay is due to unforeseen problems and time to correct the problems. The primary item of incompleteness is the front deck which my contractor advises not to install until the sub contractors are mostly off the property.

We have been working steadily on this project and plan to have all items for the Preservation Grant and the house completed and ready for Certificate of Occupancy by the end of February.

I apologize for any inconvenience this completion delay may have caused the Historic Preservation Board.

Sincerely,

Tina M. Smith

