

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**

2 **ADMINISTRATIVE HEARING**

3 **Wednesday, April 2, 2025**

4 **Council Chambers**

5 **2277 East Bengal Boulevard**

6 **Cottonwood Heights, Utah**

7 **ATTENDANCE**

8 **Staff Present:**

9 Maverick Yeh, Planner II

10 Mike Johnson, Administrative Hearing Officer

11 Alex Earl, Systems Administrator

12 Tiffany Janzen, City Recorder

13 Cienna Brummel, Deputy City Recorder

14
15 **Attendees:**

16 Clair Hoover, applicant

17
18 **Business Meeting**

19 Administrative Hearing Officer, Michael Johnson called the meeting to order at 12:00
20 p.m. and welcomed those present.

21 **1.0 Business Items:**

22 **1.1 Project CUP-25-002**

23 **Request by Cameron Hoover, Diamond Bay Management Group LLC, to operate a**
24 **short-term rental at 8276 S. Wasatch Grove Ln.**

25
26 Planner Maverick Yeh was introduced by Administrative Hearing Officer Johnson to give the
27 staff report. Planner Yeh stated that the action under consideration for this hearing is the
28 conditional use for a short-term rental by the owners Clair and Cameron Hoover of
29 Diamond Bay Management Group, LLC.

30
31 The applicant property is in an R-2-8 zone, and as outlined in the project's staff report, the
32 staff finds this request to meet the standards for a short-term rental, as outlined in the City
33 Code. Planner Yeh referred to a power point presentation, that is included in the record,
34 pointing out images of the allocated parking space in driveway, the interior bedrooms, and

1 the backyard to be used by the rental. He also stated that the city received one public
2 comment, but the comment was regarding short-term rentals in general and
3 not to this application specifically.

4
5 Administrative Hearing Officer Johnson Stated that the city has processed several
6 applications in this development and that they are all similar. He went on to ask the
7 applicant if they had any comments that they would like to add. They decline.

8
9 Administrative Hearing Officer Johnson then opened the public hearing, there was no one
10 present. The public hearing was then closed.

11
12 **Administrative Hearing Officer Johnson moved to approve item CUP-25-002 pursuant**
13 **to the conditions of approval outlined in the item’s staff reported dated 04/02/2025.**
14 **Staff recommends approval, with conditions as outlined below:**

15 **1. The applicant must complete necessary steps to obtain a business license**
16 **through the city of Cottonwood Heights. Obtaining a business license will**
17 **indicate final approval of the short-term rental application. The short-term**
18 **rental property will not be considered legal until a business license is obtained.**

19 **2. The short-term rental property is required to maintain compliance with all**
20 **sections and subsections of Chapter 19.89 and Chapter 5.85 of the Cottonwood**
21 **Heights Municipal Code, as hereafter amended from time to time, and all other**
22 **legal requirements and applicable laws.**

23 **3. The Operators shall provide a 24/7 hotline to resolve issues. Operators shall**
24 **respond (in person, if appropriate) to telephonic complaints within one hour**
25 **after such complaint is made. Inappropriate and/or non-response to such**
26 **complaints shall constitute a violation.**

27 **4. Occupancy in any short-term rental property shall not exceed the lesser of:**
28 **(a) up to two adults (persons aged 18 and above) and two related children**
29 **(persons under age 18) per bedroom, or (b) a total occupancy (adults and**
30 **children) of no more than 12 persons in the entire short-term rental property. It**
31 **is prohibited to create artificial divisions or partitions for the purpose of**
32 **increasing available occupancy of an otherwise standard dwelling unit.**

33 **5. This short-term rental property will be approved for no more than four (4)**
34 **bedrooms. The term “bedroom” means a room designated and used primarily**
35 **for sleeping and rest on a bed.**

36 **6. Upon issuance of a business license and conditional use permit, the**
37 **applicant must display a copy of the business license inside the main entry of**
38 **the property.**

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40 Administrative Hearing Officer Johnson Stated that the applicant could then complete the
41 licensing and inspection process with the city by contacting the Planning and Business
42 Licensing Departments.

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2.0 Consent Agenda

2.1 Approval of Administrative Hearing Officer Minutes from April 2, 2025

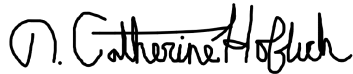
(The Administrative Hearing Officer will approve the minutes of the April 2, 2025, meeting after the following process is met. The City Recorder will prepare the minutes and email them to the Hearing Officer. The Hearing Officer will have five days to review the minutes and provide any changes to the Recorder. If, after five days there are no changes, the minutes will stand approved. If there are changes, the process will be followed until the changes are made and the hearing officer is in agreement, at which time the minutes shall be deemed approved.)

3.0 Adjournment

The Administrative Hearing Officer adjourned at approximately 12:03 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Administrative Hearing held Wednesday, April 2, 2025.

Kate Hoflich, Deputy City Recorder



Minutes Approved: _04/09/2025_

