

1
2 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**
3 **ADMINISTRATIVE HEARING**

4
5 **Wednesday, October 1, 2025**

6 **12:00 p.m.**

7 **City Hall Room 5**

8 **2277 East Bengal Boulevard**

9 **Cottonwood Heights, Utah**

10
11 ***ATTENDANCE***

12
13 **Staff Present:** Jim Spung, Administrative Hearing Officer
14 Sydney Pierce, Deputy City Recorder
15 Alex Earl, System Administrator
16 Maverick Yeh, Planner III

17
18 **Attendees:** Andrew Kundin

19
20 **ADMINISTRATIVE HEARING**

21
22 **1.0 Business Items**

23
24 Administrative Hearing Officer, Jim Spung, called the meeting to order at 12:00 p.m. and
25 welcomed those present.

26
27 **1.1 Project CUP-25-014 – Public Hearing Request from Andrew Kundin,**
28 **to Operate a Short-Term Rental at 7430 South Wasatch Boulevard, Unit I-2.**

29
30 Planner II, Maverik Yeh, presented the Staff Report and stated that the Applicant requested
31 permission to operate a short-term rental at the location. The two-bedroom condominium unit will
32 accommodate up to eight guests at a time and the property manager will be available at all times
33 via telephone to resolve any issues or concerns.

34
35 The property is located in the Residential Multi-Family (“RM”) Zone, which allows short-term
36 rentals as a Conditional Use provided the property is part of a Planned Unit Development (“PUD”)
37 or condominium project with at least eight units and fronts a private street. The subject property
38 is part of the Canyon Racquet Club Condominiums, which contains 40 units and is accessed via a
39 private street.

40
41 Mr. Yeh reported that public notice was provided to neighboring property owners. One comment
42 was received and forwarded to the Hearing Officer. Staff reviewed the request and determined
43 that it met the standards for short-term rentals as outlined in City Code and recommended approval
44 with conditions.

1 The Applicant, Andrew Kundin, confirmed that he received a copy of the Staff Report and read
2 the recommended conditions of approval. He indicated that City Staff recommended an occupancy
3 limit of eight guests. However, the den does not have ingress/egress windows and cannot be listed
4 as a bedroom. He asked if reducing the number of occupants would remove the inspection
5 requirement. Mr. Yeh reported that a Business License Inspection would still be required.
6 However, if the office space is not used for sleeping, a Building Inspection would not be needed.
7

8 In response to a question from Mr. Spung, Mr. Kundin clarified that the unit has two bedrooms
9 and one office.
10

11 Mr. Kundin was told that the living room could be used for sleeping as it has a patio door and
12 windows for ingress/egress. Mr. Spung noted that in that case, per Condition 7, a Building
13 Inspection would be required prior to issuance of the Business License. In response to a follow-
14 up question, Mr. Spung clarified that the condition of approval was associated with the Business
15 License. The City did not regulate what could be included in the short-term rental listing.
16

17 Mr. Spung asked how the eight-person maximum occupancy was calculated. Mr. Yeh responded
18 that City Code does not specify maximum occupancy. The Building and Fire Departments
19 determine whether the property meets the safety standards for the applicant's specified number of
20 occupants. Based on that information, Mr. Spung clarified that eight occupants will be allowed as
21 long as the Building Department and Fire Marshall approve. The final approved occupancy count
22 could be deferred until after the inspection.
23

24 Mr. Kundin reported that the living room includes front and patio doors and windows and asked if
25 an inspection was necessary. Mr. Spung stated that per Condition 7, an inspection is required.
26

27 Mr. Spung opened the public hearing. The following written comment was read into the record:
28 "Please register my objection to the requested short-term rental at 7430 Wasatch Boulevard."
29 There were no further comments. The public hearing was closed.
30

31 ***Hearing Officer Spung APPROVED Project CUP-25-014 pursuant to the Conditions of***
32 ***Approval outlined in the Staff Report, as modified to remove the words "den and office" from***
33 ***Condition 7. The conditions are as follows:***
34

- 35 1. ***The applicant must complete necessary steps to obtain a city business license.***
36 ***Obtaining a Business License will indicate final approval of the short-term rental***
37 ***application. The short-term rental property will not be considered legal until a***
38 ***business license is obtained.***
39
- 40 2. ***The short-term rental property is required to maintain compliance with all***
41 ***sections and subsections of Chapter 19.89 and Chapter 5.85 of the Cottonwood***
42 ***Heights Municipal Code, as hereafter amended from time to time, and all other***
43 ***legal requirements and applicable laws.***
44
- 45 3. ***The Operators shall provide a 24/7 hotline to resolve issues. Operators shall***
46 ***respond (in person, if appropriate) to telephonic complaints within one hour after***

1 *such complaint is made. Inappropriate and/or non-response to such complaints*
2 *shall constitute a violation.*

- 3
4 4. *Occupancy in any short-term rental property shall not exceed the lesser of: (a)*
5 *up to two adults (persons aged 18 and above) and two related children (persons*
6 *under age 18) per bedroom, or (b) a total occupancy (adults and children) of no*
7 *more than 8 persons in the entire short-term rental property. It is prohibited to*
8 *create artificial divisions or partitions for the purpose of increasing available*
9 *occupancy of an otherwise standard dwelling unit.*
- 10
11 5. *This short-term rental property will be approved for no more than two (2)*
12 *bedrooms. The term “bedroom” means a room designated and used primarily*
13 *for sleeping and rest on a bed.*
- 14
15 6. *Upon issuance of a business license and conditional use permit, the applicant*
16 *must display a copy of the business license inside the main entry of the property.*
- 17
18 7. *The living room must pass a Building Inspection for safety prior to issuance of*
19 *the business license.*
- 20

21 Mr. Yeh would forward the approval to the Applicant. Mr. Kundin could then move forward with
22 the business license and inspection process.

23
24 **2.0 Consent Agenda**

25
26 **2.1 Approval of Administrative Hearing Officer Minutes from October 1, 2025.**

27
28 *The Administrative Hearing Officer will APPROVE the minutes of the October 1, 2025, meeting*
29 *after the following process is completed. The City Recorder will prepare the minutes and email*
30 *them to the Hearing Officer. The Hearing Officer will have five days to review the minutes and*
31 *provide any changes to the Recorder. If, after five days, there are no changes, the minutes will*
32 *be approved. If there are changes, the process will be followed until the changes are made and*
33 *the hearing officer agrees, at which time the minutes shall be deemed approved.*

34
35 **3.0 Adjournment**

36
37 The Administrative Hearing adjourned at approximately 12:12 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the*
2 *Cottonwood Heights City Administrative Hearing held Wednesday, October 1, 2025.*
3

4 Teri Forbes

5 Teri Forbes
6 T Forbes Group
7 Minutes Secretary
8
9 Minutes Approved: _____