

COTTONWOOD HEIGHTS CITY ADMINISTRATIVE HEARING AGENDA November 5, 2025



Notice is hereby given that the **Cottonwood Heights Hearing Officer** will convene on **Wednesday, November 5, 2025**, at **Cottonwood Heights City Hall** (2277 E. Bengal Blvd., Cottonwood Heights, UT 84121) for an **Administrative Hearing Meeting**.

The meeting will begin at **12:00 p.m.** in City Hall Room 5 (Council Chambers).

12:00 p.m. ADMINISTRATIVE HEARING MEETING

1.0 Business Items

1.1 Project CUP-25-015

Public hearing Request from Natalie & Chris Higginson, to operate a short-term rental at 2591 E. Canterbury Ln.

1.2 Project CUP-25-016

Public hearing Request from Brooke Niemela, to operate a short-term rental at 7869 S. Honeywood Hill Ln.

2.0 Consent Agenda

2.1 Approval of Administrative Hearing Officer Minutes from November 5, 2025

(The Administrative Hearing Officer will approve the minutes of November 5, 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 Adjourn

Meeting Procedures

Items will generally be considered in the following order:

1. Staff Presentation
2. Applicant Presentation
3. Open Public Hearing (if item has been noticed for public hearing). Each speaker during the public hearing will be limited to three minutes.
4. Close Public Hearing
5. Administrative Hearing Officer Deliberation
6. Administrative Hearing Officer Decision

Administrative Hearing applications may be tabled if: 1) Additional information is needed in order to act on the item; OR 2) The Hearing Officer feels there are unresolved issues that may need further attention before the Officer is ready to make a decision. The Hearing Officer may carry over agenda items to the next regularly scheduled meeting.

Submission of Written Public Comment

Written comments on any agenda item should be received by the Cottonwood Heights Community and Economic Development Department no later than 12:00 p.m. MST on Tuesday, November 4, 2025, a day before the meeting. Comments should be emailed to Planning@ch.utah.gov. After the public hearing has been closed, the Community and Economic Development Department will not accept any additional written or verbal comments on the application.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify the City Recorder at (801) 944-7015 at least 24 hours prior to the meeting. TDD number is (801) 270-2425 or call Relay Utah at #711.

Confirmation of Public Notice

On Thursday, October 30, 2025, a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices. The agenda was also posted on the City's website at www.cottonwoodheights.utah.gov and the Utah public notice website at <http://pmn.utah.gov>.

DATED THIS 30 DAY OF OCTOBER 2025

Attest: Tiffany Janzen, City Recorder

COTTONWOOD HEIGHTS CITY ADMINISTRATIVE HEARING STAFF REPORT



November 5, 2025

Summary

Project #:

CUP-25-015

Subject Property:

2591 E Canterbury Lane

Action Requested:

Conditional Use Permit
(Short-Term Rental)

Owner:

Natalie & Chris Higginson

Applicant:

Higginson Canterbury, LLC
(authorized agent)

Recommendation:

Approve, with conditions



Aerial View

Analysis

Adjacent Zoning & Land Use

- **NORTH:** R-1-8 Single-Family Residential
- **SOUTH:** RM - Residential Multi-Family
- **EAST:** R-1-8 Single-Family Residential
- **WEST:** PF Public Facilities

Staff Analysis

The applicant is requesting approval for a Short-Term Rental to be operated out of their home on property located at 2591 E Canterbury Lane. Short-Term Rentals (STR) are a Conditional Use and shall comply with the standards outlined in Chapters 19.89 Short Term Rental and Chapter 19.84 Conditional Uses in Title 19 of Cottonwood Heights land use code.

- The subject property is located within the Canterbury P.U.D., which includes 24 attached single-family units fronting Canterbury Lane, a private street.
- The property is zoned R-2-8 Residential Multi-Family Zone.

- The applicant submitted a written narrative addressing the operational standards for short-term rentals outlined in Chapter 19.89 of the City Code. The narrative explains how the proposed use will comply with standards related to guest behavior, property maintenance, neighborhood compatibility, and overall health, safety, and welfare objectives.
- The applicant proposes a maximum occupancy of four (4) guests over the age of eight. The two-bedroom floor plan complies with §19.89.080.E, which limits STRs to no more than four bedrooms. **Staff recommends a total occupancy limit of eight (8) persons, allowing two (2) adults and two (2) children under 18 years old per bedroom.**
- The development provides shared parking, with each unit allotted one (1) covered and one (1) surface parking stall. The applicant has stated STR guests will be limited to two (2) vehicles total, which must be parked only in the stalls assigned to the unit.

Per §19.84.050.B.12, staff prepared and mailed forty-four (44) notices to all property owners within 300 feet of the subject property. At the time of drafting this report, staff have not received any formal concerns regarding the proposed land use.

Zoning Compliance

19.89.050 Where Permitted

1. Short-term rental permits, and renewals thereof, may be approved by the director as conditional uses in the city's R-2-8, RM (Residential Multi-family), MU (Mixed Use), NC (Neighborhood Commercial), and RO (Residential Office) zoning districts, provided that the proposed short-term rental property in such a zoning district is part of a planned unit development or condominium project that contains at least eight (8) units and fronts on a private street.

Staff Findings: *The subject property is located within Canterbury P.U.D., which consists of twenty-four (24) attached single-family dwelling units. The property fronts Canterbury Lane, which is a private street. The subject property, as well as the development, carries a zoning designation of R-2-8 Residential Multi-Family Zone.*

19.89.080 Standards For Operation

This section of City Code establishes operational standards for short-term rental (STR) properties to minimize neighborhood impacts and preserve the health, safety, welfare, and tranquility of surrounding residential areas. Because STRs are recognized as commercial in nature, operators are required to actively manage guest behavior and maintain their properties in a manner consistent with residential character.

Staff Findings: *The applicant has submitted a written narrative as part of the short-term rental application that addresses the operational standards outlined in this section of the City Code. The narrative describes how the proposed short-term rental will comply with the applicable requirements related to guest conduct, property maintenance, neighborhood compatibility, and overall adherence to the health, safety, and welfare objectives established for short-term rental uses.*

19.89.120 Occupancy Limits

- A. The city has determined that the preferred means to avoid or minimize safety concerns and the adverse impacts on the surrounding neighborhood attending a large transient population residing in one dwelling is to limit both the occupancy of each short term rental property and the

bedrooms available for use at such property. Consequently, occupancy in any short-term rental property shall not exceed the lesser of:

1. Up to two adults (persons aged 18 and above) and two related children (persons under age 18) per bedroom, or
 2. Total occupancy (adults and children) of no more than 12 persons in the entire short-term rental property.
- B. A short-term rental property may not be artificially divided or partitioned for the purpose of increasing the available occupancy of an otherwise standard dwelling unit such as a house, a condominium unit, or an apartment.

Staff Findings: *The applicant has proposed an occupancy maximum of four (4) people over the age of eight years of age. As required under §10-89-080.E, short-term rental properties shall not contain more than four (4) bedrooms. The floor plan submitted by the applicant indicates the dwelling unit only has two (2) bedrooms, which is compliant with standards outlined in Chapter 19.89. Due to the limitation of (2) bedrooms in the dwelling, staff is recommending that the maximum occupancy for the short-term rental be no more than eight (8) persons, with a limitation of two (2) adults and two (2) children under the age of 18 years of age per bedroom.*

19.89.130 Parking

Occupants or guests of any short-term rental property shall not park more vehicles at the short-term rental property than can be legally parked in the garage or carport or on the driveway. Parking of occupant or guest vehicles on the public right-of-way adjoining the short-term rental property, or on areas of the property designated as (or intended for, based on the landscaping of the surrounding neighborhood) yard or lawn, is prohibited. Required parking areas shall be properly maintained and be available for use at all times.

Staff Findings: *The development, including the subject property, do not have garages, carports, or driveways for each unit. Parking is provided in a shared parking lot, and each unit is entitled to one (1) covered parking stall and one (1) surface parking stall. The applicant has stated the STR tenants will be limited to no more than two (2) vehicles (one per party) and shall only park in the stalls reserved for the unit.*

Based on the findings outlined above, staff recommends approval of the proposed short-term rental permit, subject to compliance with the operational standards established in Chapter 19.89 of the City Code and the conditions recommended in this report.

Recommended Conditions of Approval

Staff recommends approval, with conditions as outlined below:

1. The applicant must complete necessary steps to obtain a business license through the city of Cottonwood Heights. Obtaining a business license will indicate final approval of the short-term rental application. The short-term rental property will not be considered legal until a business license is obtained.
2. The short-term rental property is required to maintain compliance with all sections and subsections of Chapter 19.89 and Chapter 5.85 of the Cottonwood Heights Municipal Code, as hereafter amended from time to time, and all other legal requirements and applicable laws.
3. The Operators shall provide a 24/7 hotline to resolve issues. Operators shall respond (in person, if appropriate) to telephonic complaints within one hour after such complaint is made. Inappropriate and/or non-response to such complaints shall constitute a violation.
4. Occupancy in any short-term rental property shall not exceed the lesser of: (a) up to two adults (persons aged 18 and above) and two related children (persons under age 18) per bedroom, or (b) a total occupancy (adults and children) of no more than 8 persons in the entire short-term

rental property. It is prohibited to create artificial divisions or partitions for the purpose of increasing available occupancy of an otherwise standard dwelling unit.

5. This short-term rental property will be approved for no more than two (2) bedrooms. The term “bedroom” means a room designated and used primarily for sleeping and rest on a bed.
6. Upon issuance of a business license and conditional use permit, the applicant must display a copy of the business license inside the main entry of the property.

Findings for Approval

This recommendation is based on the following findings:

1. The proposed short-term rental meets the applicable provisions of Chapter 19.89 and Chapter 5.85 of the Cottonwood Heights Municipal Code.
2. That the proposed project will continue to meet the applicable provisions of Chapter 19.84, “Conditional Uses,” of the zoning code:
 - a. That the proposed use is one of the conditional uses specifically listed in the zoning district in which it is to be located (19.89.050);
 - b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, comfort, order or general welfare of persons residing or working in the vicinity;
 - c. That the use will comply with the intent, spirit and regulations of this title and will be compatible with and implement the planning goals and objectives of the city;
 - d. That the use will be harmonious with the neighboring uses in the zoning district in which it is to be located;
 - e. That nuisances which would not be in harmony with the neighboring uses will be abated by the conditions imposed;
 - f. That protection of property values, the environment, and the tax base for the city will be assured;
 - g. That the use will comply with the city’s general plan;
 - h. That the property will be required to comply with all conditions of approval in perpetuity, in accordance with Sections 19.89.160 – Inspections and 19.89.190 – Violations and penalties of the Cottonwood Heights Municipal Code.

Model Motions

Approval

I move to approve item CUP-25-015 pursuant to the conditions of approval outlined in the item’s staff report

- Add any additional conditions of approval...

Denial

I move to deny item CUP-25-015 based on the following findings...”

- List reasons for denial...

Attachments

1. Parking Plan
2. Floor Plan

Attachment 1

City File - CUP-25-015



COTTONWOOD HEIGHTS CITY ADMINISTRATIVE HEARING STAFF REPORT



November 5, 2025

Summary

Project #:

CUP-25-016

Subject Property:

7869 S. Honeywood Hill Ln.

Action Requested:

Conditional Use Permit
(Short-Term Rental)

Owner:

Brooke Niemela

Applicant:

Brooke Niemela

Recommendation:

Approve, with conditions



Aerial View

Analysis

Adjacent Zoning & Land Use

- **NORTH:** Ferguson Park (Public Facility)
- **SOUTH:** R-1-8 Single-Family Residential (Persimmon tree)
- **EAST:** R-1-8 Single-Family Residential (Malains mountain 4)
- **WEST:** R-1-8 Single-Family Residential & R-2-8 Multi-Family Residential (Honeywood hills 2 &3)

Staff Analysis

The unit contains three bedrooms. The applicant is proposing to accommodate up to 8 guests at a time. Occupants will have access to the property owner cell phone 24/7 to resolve concerns or issues. The property is located in the R-2-8 (Residential Multi-Family) zone. Short-term rentals may be approved as a conditional use in the R-2-8 zone, provided that the property is part of a planned unit development or condominium project that contains at least eight units and fronts on a private street. The subject property is a part of the Honeywood Cove PUD Project, which contains 20 units. The property fronts Honeywood Hill Ln., which is a private street.

Zoning Compliance

19.89.050 Where Permitted

1. Short-term rental permits, and renewals thereof, may be approved by the director as conditional uses in the city's R-2-8, RM (Residential Multi-family), MU (Mixed Use), NC (Neighborhood Commercial), and RO (Residential Office) zoning districts, provided that the proposed short-term rental property in such a zoning district is part of a planned unit development or condominium project that contains at least eight (8) units and fronts on a private street.

Staff Findings: *The subject property is located within Honeywood Cove PUD., which consists of twenty (20) attached single-family dwelling units. The property fronts Honeywood Hill Ln, which is a private street. The subject property, as well as the development, carrying a zoning designation of R-2-8 Residential Multi-Family Zone.*

19.89.080 Standards For Operation

This section of City Code establishes operational standards for short-term rental (STR) properties to minimize neighborhood impacts and preserve the health, safety, welfare, and tranquility of surrounding residential areas. Because STRs are recognized as commercial in nature, operators are required to actively manage guest behavior and maintain their properties in a manner consistent with residential character.

Staff Findings: *The applicant has submitted a written narrative as part of the short-term rental application that addresses the operational standards outlined in this section of the City Code. The narrative describes how the proposed short-term rental will comply with the applicable requirements related to guest conduct, property maintenance, neighborhood compatibility, and overall adherence to the health, safety, and welfare objectives established for short-term rental uses.*

19.89.120 Occupancy Limits

- A. The city has determined that the preferred means to avoid or minimize safety concerns and the adverse impacts on the surrounding neighborhood attending a large transient population residing in one dwelling is to limit both the occupancy of each short-term rental property and the bedrooms available for use at such property. Consequently, occupancy in any short-term rental property shall not exceed the lesser of:
 1. Up to two adults (persons aged 18 and above) and two related children (persons under age 18) per bedroom, or
 2. Total occupancy (adults and children) of no more than 12 persons in the entire short-term rental property.
- B. A short-term rental property may not be artificially divided or partitioned for the purpose of increasing the available occupancy of an otherwise standard dwelling unit such as a house, a condominium unit, or an apartment.

Staff Findings: *The applicant has proposed a short-term rental within a two-bedroom dwelling unit. Under City Code §10-89-080.E, short-term rental properties may not contain more than four (4) bedrooms. The floor plan submitted by the applicant indicates that the dwelling includes three (3) bedrooms, which complies with the standards outlined in Chapter 19.89. Based on the dwelling's size and configuration, the staff recommends a maximum occupancy of eight (8) persons.*

19.89.130 Parking

Occupants or guests of any short-term rental property shall not park more vehicles at the short-term rental property than can be legally parked in the garage or carport or on the driveway. Parking of occupant or guest vehicles on the public right-of-way adjoining the short-term rental property, or on areas of the property designated as (or intended for, based on the landscaping of the surrounding neighborhood) yard or lawn, is prohibited. Required parking areas shall be properly maintained and be available for use at all times.

Staff Findings: *The development, including the subject property, features two-car garages and driveways for each unit. Renters are only permitted to use the garage and the property's driveway for parking. Street parking is not allowed.*

Based on the findings outlined above, staff recommends approval of the proposed short-term rental permit, subject to compliance with the operational standards established in Chapter 19.89 of the City Code and the conditions recommended in this report.

Recommended Conditions of Approval

Staff recommends approval, with conditions as outlined below:

1. The applicant must complete necessary steps to obtain a city business license. Obtaining a business license will indicate final approval of the short-term rental application. The short-term rental property will not be considered legal until a business license is obtained.
2. The short-term rental property is required to maintain compliance with all sections and subsections of Chapter 19.89 and Chapter 5.85 of the Cottonwood Heights Municipal Code, as hereafter amended from time to time, and all other legal requirements and applicable laws.
3. The Operators shall provide a 24/7 hotline to resolve issues. Operators shall respond (in person, if appropriate) to telephonic complaints within one hour after such complaint is made. Inappropriate and/or non-response to such complaints shall constitute a violation.
4. Occupancy in any short-term rental property shall not exceed the lesser of: (a) up to two adults (persons aged 18 and above) and two related children (persons under age 18) per bedroom, or (b) a total occupancy (adults and children) of no more than 8 persons in the entire short-term rental property. It is prohibited to create artificial divisions or partitions for the purpose of increasing available occupancy of an otherwise standard dwelling unit.
5. This short-term rental property will be approved for no more than three (3) bedrooms. The term "bedroom" means a room designated and used primarily for sleeping and rest on a bed.
6. Upon issuance of a business license and conditional use permit, the applicant must display a copy of the business license inside the main entry of the property.

Findings for Approval

This recommendation is based on the following findings:

1. The proposed short-term rental meets the applicable provisions of Chapter 19.89 and Chapter 5.85 of the Cottonwood Heights Municipal Code.
2. The proposed project will continue to meet the applicable provisions of Chapter 19.84, "Conditional Uses," of the zoning code:
 - a. That the proposed use is one of the conditional uses specifically listed in the zoning district in which it is to be located (19.89.050);

- b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, comfort, order or general welfare of persons residing or working in the vicinity;
- c. That the use will comply with the intent, spirit and regulations of Chapter 19.89 and will be compatible with and implement the planning goals and objectives of the city;
- d. That the use will be harmonious with the neighboring uses in the zoning district in which it is to be located;
- e. That nuisances which would not be in harmony with the neighboring uses will be abated by the conditions imposed;
- f. That protection of property values, the environment, and the tax base for the city will be assured;
- g. That the use will comply with the city's General Plan;
- h. That the property will be required to comply with all conditions of approval in perpetuity, in accordance with Sections 19.89.160 – Inspections and 19.89.190 – Violations and penalties of the Cottonwood Heights Municipal Code.

Model Motions

Approval

I move to approve item CUP-25-016 pursuant to the conditions of approval outlined in this staff report

- Add any additional conditions of approval...

Denial

I move to deny item CUP-25-016 based on the following findings..."

- List reasons for denial...

Attachments

1. Photos
2. Parking and Floor Plan

7869 Honeywood Hill Ln, Co...



garage or driveway parking

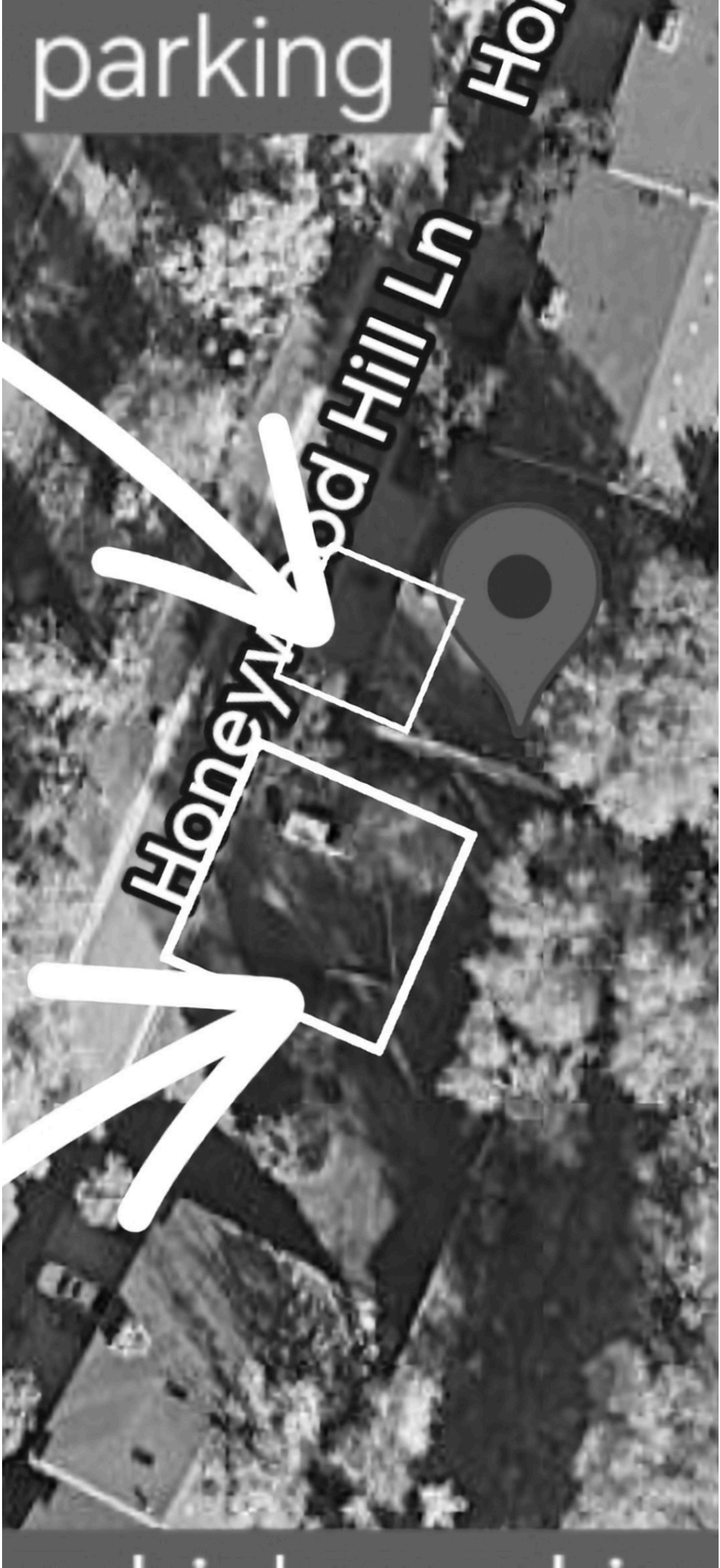
oversized vehicle parking

parking

Hol

Wood Hill Ln

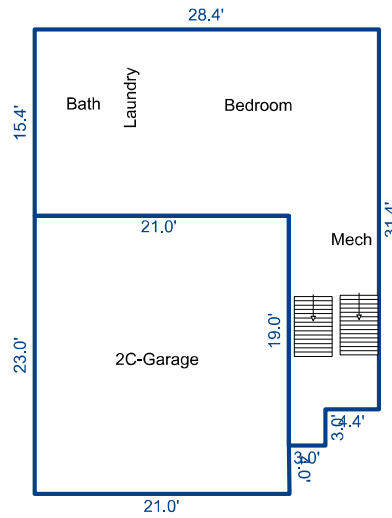
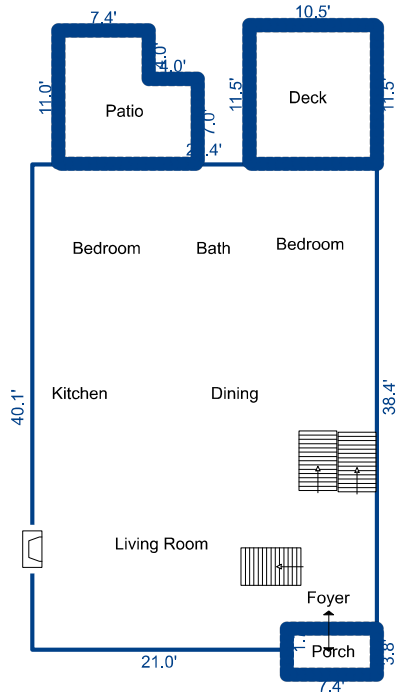
Honeywell





Building Sketch

Borrower	Niemela, Jeremy & Brooke				
Property Address	7869 S Honeywood Hill Ln				
City	Salt Lake City	County Salt Lake	State UT	Zip Code 84121	
Lender/Client	HOUZD Mortgage				



Sketch by Apex Sketch

AREA CALCULATIONS SUMMARY						AREA CALCULATIONS BREAKDOWN				
Code	Description	Factor	Net Size	Perimeter	Net Totals	Name	Base x	Height x	Width =	Area
GLA1	First Floor	1.0	1126.3	137.0	1126.3	First Floor	40.1 x	21.0	=	842.1
BSMT	Finished BSMT	1.0	564.1	125.5	564.1		38.4 x	7.4	=	284.2
GAR	Garage	1.0	482.1	88.0	482.1					
P/P	Patio	1.0	109.4	44.8						
	Porch	1.0	28.1	22.4						
	Wood Deck	1.0	120.8	44.0	258.3					
	Net LIVABLE		(rounded)		1,126	2 total items			(rounded)	1,126