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

4  
5 **Wednesday, June 5, 2024**  
6 **12:00 p.m.**  
7 **City Hall Room 5**  
8 **2277 East Bengal Boulevard**  
9 **Cottonwood Heights, Utah**

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11 ***ATTENDANCE***

12  
13 **Staff Present:** Michael Johnson, Administrative Hearing Officer  
14 Maverick Yeh, City Planner, Deputy Recorder Maria Devereux

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16 **Attendees:** Jeff Bettinson  
17 Justin Shirk  
18 Holly Bone

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20 **ADMINISTRATIVE HEARING**

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22 **1.0 Business Items**

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

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27 **1.1 (Project CUP-24-006) Request by Jeff Bettinson on behalf of Justin Shirk and**  
28 **Holly Bone to operate a short term rental at 3581 E Lost Spring Lane.**

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30 Administrative Hearing Officer, Michael Johnson, reported that the above request is for a conditional  
31 use permit to operate a short term rental at 3581 E Lost Spring Lane. He explained there are a number  
32 of these rentals in this development and they all have to go through a hearing process. Mr. Johnson  
33 noted the importance of the owners meeting the application criteria and complying with the ordinance.

34  
35 City Planner, Maverick Yeh, presented the Staff Report and gave an overview of the project. He stated  
36 the request is for a short term rental permit at 3581 E Lost Spring Lane. He explained public notices  
37 were sent out May 17<sup>th</sup>, and no public comment has been received.

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39 Mr. Johnson opened the public comment period and closed the public comment period. No comments  
40 were made. Mr. Johnson asked the applicant if he would like to comment, he declined.

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42 Mr. Johnson explained he has reviewed the staff report and application it complies with all the  
43 requirements in the short term rental ordinance. Next steps are to finalize the business license, and  
44 schedule a walk through inspection. Once completed, the applicant should be able to get their license.

45  
46 ***Administrative Hearing Officer, Michael Johnson moved to APPROVE Project CUP-24-006***  
47 ***subject to the recommended findings for approval as outlined in the staff report, and with the***  
48 ***following Conditions of Approval;***

- 1 • Conditional items are as follows:
  - 2 • The applicant must complete necessary steps to obtain a business license through the
  - 3 city of Cottonwood Heights. Obtaining a business license will indicate final approval
  - 4 of the short-term rental application. The short-term rental property will not be
  - 5 considered legal until a business license is obtained.
  - 6 • The short-term rental property is required to maintain compliance with all sections and
  - 7 subsections of Chapter 19.89 and Chapter 5.85 of the Cottonwood Heights Municipal
  - 8 Code, as hereafter amended from time to time, and all other legal requirements and
  - 9 applicable laws.
  - 10 • The Operators shall provide a 24/7 hotline to resolve issues. Operators shall respond
  - 11 (in person, if appropriate) to telephonic complaints within one hour after such
  - 12 complaint is made. Inappropriate and/or non-response to such complaints shall
  - 13 constitute a violation.
  - 14 • Occupancy in any short-term rental property shall not exceed the lesser of: (a) up to
  - 15 two adults (persons aged 18 and above) and two related children (persons under age
  - 16 18) per bedroom, or (b) a total occupancy (adults and children) of no more than 12
  - 17 persons in the entire short-term rental property. It is prohibited to create artificial
  - 18 divisions or partitions for the purpose of increasing available occupancy of an
  - 19 otherwise standard dwelling unit.
  - 20 • This short-term rental property will be approved for no more than four (4) bedrooms.
  - 21 The term “bedroom” means a room designated and used primarily for sleeping and
  - 22 rest on a bed.
  - 23 • Upon issuance of a business license and conditional use permit, the applicant must
  - 24 display a copy of the business license inside the main entry of the property.
  - 25 • The facility and its use shall comply with all applicable laws, rules and regulations,
  - 26 including those instituted by the state, county, county health department or the city to
  - 27 mitigate the impact of the COVID-19 pandemic.
  - 28
  - 29

## 30 **2.0 Consent Agenda**

### 31 **2.1 Approval of Administrative Hearing Officer Minutes from June 5, 2024.**

32 *Hearing Officer Johnson moved to APPROVE the Minutes of the June 5, 2024 meeting, after the*

33 *following process is met. The City Recorder will prepare the minutes and email them to the*

34 *Hearing Officer. The Hearing Officer will have five days to review the minutes and provide any*

35 *changes to the Recorder. If, after five days there are no changes, the minutes will stand approved.*

36 *If there are changes, the process will be followed until the changes are made and the Hearing*

37 *Officer is in agreement, at which time the minutes shall be deemed approved.*

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## 41 **3.0 Adjournment**

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43 The Administrative Hearing adjourned at approximately 12:05 p.m.

44 *I hereby certify that the foregoing represents a true, accurate, and complete record of the*

45 *Cottonwood Heights City Administrative Hearing held Wednesday, June 5, 2024.*

46

47 Maria Devereux

48 Maria Devereux  
49 Deputy Recorder