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

4  
5 **Wednesday, August 7, 2024**

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:** Michael Johnson, Administrative Hearing Officer, Ian Harris, Associate Planner and  
14 Sustainability Analyst, Deputy Recorder Maria Devereux

15  
16 **Attendees:** Christina Umbriaco

17  
18  
19  
20 **ADMINISTRATIVE HEARING**

21  
22 **1.0 Business Items**

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

26  
27 **1.1 (Project CUP-24-008) Request by Christina Umbriaco, to operate a home**  
28 **business (micro-bakery) at 2750 E. 7350 S.**

29  
30 Associate Planner and Sustainability Analyst Ian Harris gave an overview of the project. The  
31 applicant is requesting approval to operate a home bakery within their existing home. The applicant  
32 plans to bake and sell once a week and will coordinate pickup times between 12:00 PM to 3:00 PM.  
33 When the school year begins, the applicant plans to bake and sell specifically on Saturday when no  
34 school is in session, and coordinate pickup times from 12:00 to 4:00 PM. The times would be  
35 distributed among a maximum of 25 customers to prevent traffic concerns. Pickup will last no longer  
36 than a minute. The applicant plans to bake bread in their home kitchen. All goods will be produced  
37 on site. The pickup area will take place in the side yard, with applicants parking in the driveway on  
38 the east side of the home. He noted, the zoning designation of the property is R-1-8 (Single-Family  
39 Residential). Home occupations with clients are listed as a conditional use in the R-1-8 zone, as  
40 referenced in §19.26.030.E. Home occupations are allowed only if the proposed business is clearly  
41 secondary and incidental to the primary use of the property as the applicant's permanent and full-time  
42 place of residence.

43  
44 Administrative Hearing Officer, Michael Johnson, opened the public comment period and closed the  
45 public comment period. No comments were made. One public comment was submitted by a neighbor  
46 in support of this business.

47  
48 Administrative Hearing Officer, Michael Johnson, explained he has reviewed the staff report and  
49 application and finds it is in compliance. He noted, the owner needs to ensure that any signage  
50 complies with city code and advised staff can provide regulations if needed.

1 *Administrative Hearing Officer, Michael Johnson moved to APPROVE Project CUP-24-008 based*  
2 *upon the recommended findings for approval as outlined in the staff report, with the following*  
3 *Conditions of Approval;*  
4

5 Conditions of Approval  
6

- 7 1. The applicant shall obtain and maintain an approved business license with Cottonwood  
8 Heights.
  - 9 2. Customers must use provided off-street parking, as the business may not rely upon any on-  
10 street parking. Customers must be made aware of these parking restrictions.
  - 11 3. The applicant shall adhere to the business hours of 7 am to 7 pm, Saturday and Sunday, with  
12 no more than 25 customers per week, as described in the written narrative in the official  
13 project file.
  - 14 4. Approval of this home occupation is subject to review upon complaint.
  - 15 5. No more than one non-resident employee is permitted at this business.
  - 16 6. Any business activity conducted outside the dwelling shall not violate the rule of the use  
17 being clearly incidental and secondary to the use of the dwelling for dwelling purposes.
- 18

19 **2.0 Consent Agenda**  
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21 **2.1 Approval of Administrative Hearing Officer Minutes from August 7, 2024.**  
22

23 *Hearing Officer Johnson moved to APPROVE the Minutes of the August 7, 2024 meeting, after*  
24 *the following process is met. The City Recorder will prepare the minutes and email them to the*  
25 *Hearing Officer. The Hearing Officer will have five days to review the minutes and provide any*  
26 *changes to the Recorder. If, after five days there are no changes, the minutes will stand approved.*  
27 *If there are changes, the process will be followed until the changes are made and the Hearing*  
28 *Officer is in agreement, at which time the minutes shall be deemed approved.*  
29

30 **3.0 Adjournment**  
31

32 The Administrative Hearing adjourned at approximately 12:09 p.m.

33 *I hereby certify that the foregoing represents a true, accurate, and complete record of the*  
34 *Cottonwood Heights City Administrative Hearing held Wednesday, August 7, 2024.*  
35

36 Maria Devereux

37 Maria Devereux  
38 Deputy Recorder