

1 **Administrative Land Use Authority (ALUA)**
2 **MINUTES – June 11th, 2025 – 2:00 pm**

3 Providence City Office Building, 164 North Gateway Drive, Providence UT 84332
4
5

6 **Call to Order:** Skarlet Bankhead, Chair

7 **ALUA Members:** Skarlet Bankhead, Rob Stapley & Steven Wood

8 **Staff in Attendance:** City Manager Ryan Snow, Zoning Specialist Colton Love and City Recorder Ty Cameron
9

- 10 • Skarlet Bankhead called the meeting to order and took the attendance of those present at the meeting.
11 • Staff noted that no comments had come in via email or text regarding the upcoming item.

12
13 **Item No. 1 Conditional Use – Short Term Rental:** The Administrative Land Use Authority will review,
14 discuss, and may take action on a conditional use application for a short-term rental located at 808 S 560 E here
15 in Providence UT. **(STAFF REPORT) & (EXHIBIT)**

- 16
17 • Skarlet Bankhead called and introduced item one and asked Colton Love to give an overview of the
18 application.
19 • Colton Love gave an overview of the staff report which included review of the city codes that governed
20 home business, use regulations, and definitions of short-term rental, and state code regarding
21 Conditional Uses.
22 • Colton Love reviewed with all present the conclusions of law regarding the application which covered
23 the applicants business plan, number of potential guests, parking etc.
24 • Colton Love stated the staff conditions which the applicant would need to follow, which called for the
25 applicant to apply for a business license, meet all requirements of a home business, operate the business
26 in the manner laid out in the applicants business plan, continue to meet all local, state and federal laws.
27 The applicant will also comply with the stipulations as set forth in the Deputy Fire Marshalls letter.
28 • Applicant and ALUA members discussed the following:
29 ○ Notification to neighboring houses.
30 ○ Water usage billing rate and possible increase.
31 ○ The number of guests who could occupy the rental.
32 ○ Property maintenance responsibilities.
33 ○ Transient Room Tax requirements.
34 ○ The 30 ft sewer easement.
35 ○ Quite hours and parking plans.
36 ○ Deputy Fire Marshal letter and stated stipulations in the letter.
37 • ALUA noted that they will be following the conditions as set forth in the staff report and that the
38 applicant needs to follow her business plan and that if she makes or wants to make any changes in the
39 future she needs to back before the ALUA.

40
41 **Motion to approve the conditional use application for a short-term rental located at 808 S 560 E here in
42 Providence City. – Rob Stapley. 2nd- Steven Wood.**

43 **Vote:**

44 **Yea- Skarlet Bankhead, Rob Stapley & Steven Wood**

45 **Nay-**

46 **Abstained-**

47 **Absent-**

48
49 **Motion passed unanimously. Conditional Use approved.**

50
51 **Motion to adjourn meeting. – Steven Wood. 2nd – Rob Stapley.**

52 **Vote:**

53 **Yea- Skarlet Bankhead, Rob Stapley & Steven Wood**

54 **Nay-**

55 **Abstained-**

56 **Absent-**

57
58 **Motion passed unanimously. Meeting adjourned.**

59
60 I swear that these minutes are true and correct to the best of my knowledge.

61
62 Minutes approve by ALUA on ____ day of _____ 2025

63
64
65
66
67
68 **Ty Cameron, City Recorder.**