

COTTONWOOD HEIGHTS CITY ADMINISTRATIVE HEARING AGENDA

August 5, 2026



Notice is hereby given that the **Cottonwood Heights Hearing Officer** will convene on **Wednesday, August 5, 2026**, 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-26-013

Public hearing request from Nicholas Sacksteder for a Short-Term Rental at 3566 E. Wasatch Hills Ln.

2.0 Consent Agenda

2.1 Approval of Administrative Hearing Officer Minutes from August 5, 2026

(The Administrative Hearing Officer will approve the minutes of August 5, 2026, 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. MDT on Tuesday, August 4, 2026, 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, July 30, 2026, 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 JULY 2026

Attest: Tiffany Janzen, City Recorder

COTTONWOOD HEIGHTS CITY SHORT-TERM RENTAL STAFF REPORT



August 5, 2026

Summary

Project #:

CUP-26-013

Subject Property:

3566 E Wasatch Hills Ln.

Action Requested:

Conditional Use Permit
(Short-Term Rental)

Owner:

Nicholas Sacksteder

Applicant:

Nicholas Sacksteder

Recommendation:

Approve, with conditions



Aerial View

Analysis

Adjacent Zoning & Land Use

- **NORTH:** R-2-8 Multi-Family Residential (Oaks at Wasatch Place A PUD)
- **SOUTH:** R-2-8 Multi-Family Residential (Oaks at Wasatch Place A PUD), PF Public Facilities (Golden Hills Park)
- **EAST:** R-1-8 Single-Family Residential (Top of the World 6)
- **WEST:** Wasatch Blvd.

Staff Analysis

The proposed short-term rental contains four bedrooms and three full bathrooms and is designed to accommodate up to 12 guests. Off-street parking is provided through an attached two-car garage and two designated parking spaces within the existing driveway. The applicant proposes to limit rentals to individuals 25 years of age or older and require prospective guests to provide the purpose of their visit during the booking process. To help minimize potential neighborhood impacts, the applicant proposes to install quiet-hour signage throughout the property and utilize a noise monitoring system to identify excessive noise levels and allow the operator to address issues before they become a nuisance. The operator will also provide a 24-hour contact phone number for guests, neighboring property owners, and City staff.

The subject property is located within the R-2-8 (Multi-Family Residential) Zone. Pursuant to Cottonwood Heights Municipal Code Section 19.42.030, short-term rentals may be approved as a conditional use within the R-2-8 Zone when located within a planned unit development (PUD) or condominium project containing at least eight dwelling units and fronting on a private street. The subject property is located within The Oaks at Wasatch PUD A, a planned unit development consisting of 51 dwelling units, and fronts Wasatch Hills Lane, a private street. Therefore, the proposal satisfies the zoning eligibility requirements for consideration of a Conditional Use Permit.

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 Wasatch PUD A, which contains 51 units. The property fronts Wasatch Hills 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 four-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 four (4) 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 twelve (12) 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 12 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 four (4) 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.
7. Guest parking shall be limited to the approved off-street parking spaces on the property. Parking on landscaped areas or in a manner that obstructs sidewalks, private streets, or neighboring properties is prohibited.

8. The operator shall post quiet-hour information and property rules in a prominent location within the short-term rental to inform guests of neighborhood expectations and applicable City regulations.

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-26-013 pursuant to the conditions of approval outlined in this staff report

- Add any additional conditions of approval...

Denial

I move to deny item CUP-26-013 based on the following findings...”

- List reasons for denial...

Attachments

1. Photos
2. Parking and Floor Plan

















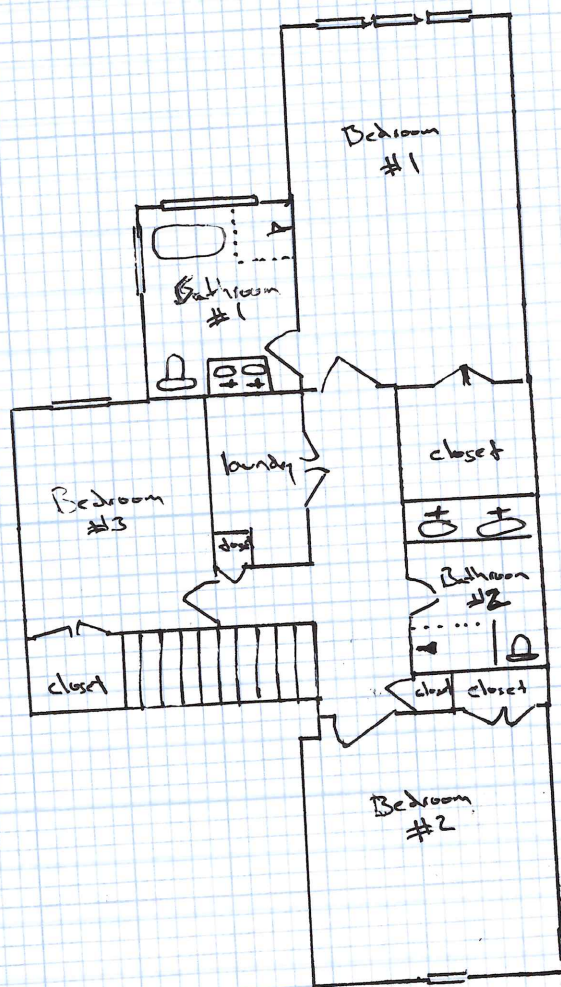




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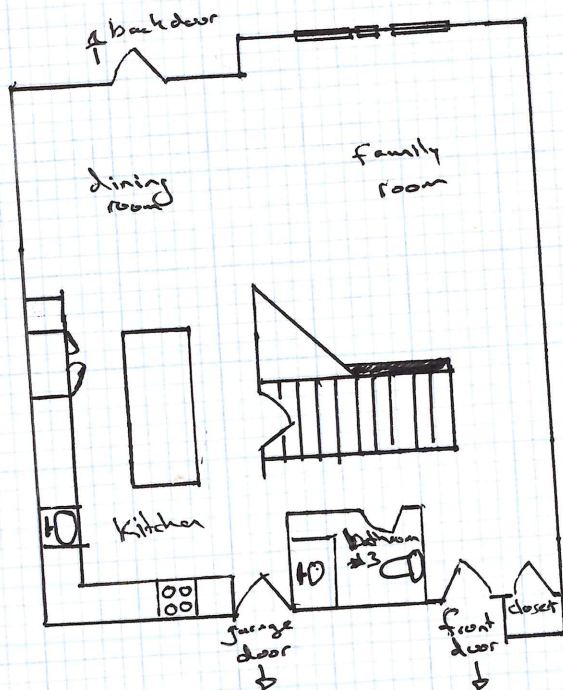


Second floor



□ = 1 foot

First Floor



$\square = 1 \text{ foot}$

Basement

