



SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

Public Notice is given that the Smithfield City Council will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah, on **Wednesday, September 9, 2026**. The meeting will begin at 6:00 PM.

Welcome/pledge of allegiance and thought/prayer by Todd Orme

1. Approval of the city council meeting minutes from August 12, 2026.
2. Public comment on items not on the agenda.
3. Presentation and discussion with representatives of the Utah Coalition of Cities and Counties (UC3).
4. Discussion and possible vote on Ordinance 2026-13, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.92 "Accessory Dwelling Unit", Sections 17.92.010 "Purpose of Chapter", 17.92.020 "Conditions", 17.92.030 "Application Procedures", and Chapter 17.120 "Use Matrix Table", Section 17.120.010 "Use Allowance Matrix".
5. Discussion and update on the Smithfield City History Museum renovation project.
6. City Manager Report
7. Council Member and Mayor Reports

Adjournment

*****Items on the agenda may be considered earlier than shown on the agenda.*****

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Recorder at (435) 792-7997, at least three (3) days before the date of the meeting.

The meeting will be streamed at the following link: [YouTube Channel](https://www.youtube.com/@smithfieldutah/streams)
or <https://www.youtube.com/@smithfieldutah/streams>

*****Note: Public input will be accepted on all agenda items. We ask that you keep your comments concise to ensure everyone has an opportunity to speak. You can also share comments that will reach the mayor and city council members by emailing info@smithfieldutah.gov*****



SMITHFIELD CITY COUNCIL MINUTES August 12, 2026

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, August 12, 2026, at 6:00 p.m. Mayor Aaron Rudie was in the chair.

Opening remarks by Jenn Staker

Council Members in Attendance: Jay Downs, John Engler, Chris Olsen, Todd Orme, Jenn Staker

City Staff: Justin Lewis (City Manager), Dana Lazcanotegui (City Recorder), Travis Allen (Police Chief), Jeremy Hunt (Fire Chief), Brian Boudrero (Planning Manager), Clay Bodily (City Engineer), Shawn Bliss (Library Director), Karen Bowling (Assistant Library Director)

Visitors: Lee Helms, Dave Forrester, Clayton Housley, Scott Archibald, Ruth Greene, Evelyn Jackman, Andrew Jackman, Caralee Stokes, Debbie Zilles

Approval of the City Council meeting minutes from May 6, 2026 and July 8, 2026

*****Motion made by Councilmember Staker to approve the minutes from the May 6 and July 8, 2026 city council meetings as submitted. Councilmember Orme seconded the motion. The motion was approved 5-0. *****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Public Comment on items not on the agenda

No public comments.

Proclamation declaring Tuesday, September 1, 2026 as Miss Karen Bowling Day for Smithfield City.

Mayor Rudie shared the following proclamation:

In Recognition and Support of Tuesday, September 1, 2026 as Miss Karen Bowling Day in Smithfield City

WHEREAS, the Smithfield Public Library has employed a local celebrity and icon for the last thirty years, Karen Bowling, who has worked tirelessly to provide superlative library services to our community in a multitude of ways;

WHEREAS, generations of Smithfield children have been taught, entertained, encouraged, and nurtured by Miss Karen at countless story times and other children's programs and events;

WHEREAS, children who attended Miss Karen's story times in the past are now bringing their children to the library so they can also benefit from the enrichment and development of early literacy that Miss Karen provides and fosters for all of Smithfield's kids;

WHEREAS, Miss Karen has also worked incredibly hard to shape the current course and culture of the Smithfield Public Library in her time as Interim Library Director and in her current dual role as Assistant Director and Children's Librarian;

WHEREAS, in times of both crisis and calm, Miss Karen remains steadfast in supporting and strengthening our community both inside and outside the walls of the Smithfield Public Library;

WHEREAS, Smithfield's greatest strength is its people, and recognizing the hard work, expertise, and dedication of one of its most dedicated public employees is an acknowledgment of this strength;

NOW, THEREFORE, be it resolved that I, Aaron Rudie, Mayor of Smithfield City, Utah do hereby proclaim Tuesday, September 1, 2026 as Miss Karen Bowling Day in Smithfield, in recognition of three decades of hard work, kindness, and energy that Karen Bowling has brought to the Smithfield Public Library. I encourage all residents of Smithfield City to stop by the library during the first week of September to celebrate Miss Karen's accomplishments and wish her well.

Signed this 12th day of August, 2026.

Proclamation declaring September 2026 as Library Card Signup Month

Mayor Rudie shared the following proclamation:

In Recognition and Support of September 2026 as Library Card Signup Month in Smithfield City

WHEREAS, libraries are foundational to education, imagination, and opportunity, offering everything from early literacy programs to digital tools that support lifelong learning and personal growth;

WHEREAS, libraries welcome all people, serving as inclusive and accessible community hubs that connect individuals across cultures, generations, and experiences;

WHEREAS, libraries curate collections and design programs that reflect the diversity of the populations they serve, ensuring equitable access to information, technology, and culture for all;

WHEREAS, libraries help individuals navigate life's challenges by providing trusted information, digital access, job search support, and connections to essential services;

WHEREAS, library resources help households save money, reduce waste, and make sustainable choices, all through the simple power of a shared public good;

WHEREAS, a library card offers a front-row seat to everything the library offers, from books and technology to lifelong learning and imagination;

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate Library Card Signup Month under the theme "A Library Card Hits all the Right Notes";

NOW, THEREFORE, be it resolved that I, Aaron Rudie, Mayor of Smithfield City, Utah, do hereby proclaim September 2026 as Library Card Signup Month in Smithfield, Utah, and encourage all residents to "B sharp" and sign up for a library card at the Smithfield Public Library.

Signed this 12th day of August, 2026.

**Public Hearing on the 2026 COG (Cache County Council of Governments)
Application which is being submitted for a project located south of 250
East 600 South.**

Mr. Bodily explained that this funding application will be submitted for COG funding. As part of that process, a public hearing is required. Public hearings will also be held by Cache County and Hyde Park City as this project involves all three entities.

This request will be in two phases; Phase B, Phase A has already begun, will include connecting the road from 400 N in Hyde Park to approximately 4300 N (Cache County), with a roundabout at 500 N (Hyde Park)/4200 N (Cache County).

Phase C will connect at approximately 4300 N (Cache County) to 925 South (Smithfield) with a roundabout at 4400 North.

Each phase will have a 99-foot right-of-way and will be building a partial cross section with development to complete the full cross section.

Sunrise Engineering is designing the project.

6:11 p.m. Public Hearing Opened

Clayton Housley asked about the timing. Mr. Bodily said it really depends. The project may not be funded, so nothing would happen if that is the case. If it is approved for funding, it will likely be years away; many steps must be completed before this type of project can begin and be completed.

Evelyn Jackman introduced herself as a recent USA citizen who now lives in Smithfield. She is interested in learning about local government laws and processes. She asked if there was a way to contact all the council members at once. Councilmember Olsen said she could use info@smithfieldutah.gov, which sends the email out to each current member, the mayor, and the City Manager. Each City Councilmember has a picture, a phone number, and an email that residents can use to contact them; it is listed on the City Council page on the city website. She asked what happens if physical mail addressed to the City Council is received. Mr. Lewis said if it is addressed to the Council and Mayor, the mail is opened, scanned, and sent to all of them. She asked about the timeframe for a response to a request that is sent to the Council. Councilmember Staker said she tries to address the person as soon as possible, at least to let them know she has received the request and will look into it if necessary. Mayor Rudie said it depends on the question or the research being requested. Some queries are re-routed to the appropriate city department or personnel so that the timeframe can vary, but the goal is to answer as quickly as possible. Ms. Jackman asked if the request does require being sent to another person, will an answer letting her know that be received. Ms. Jackman asked if there is a time frame for the City Council to answer appeals. Mr. Lewis said a response is sent confirming that the appeal has been received and identifying who it will be distributed to. She asked how the code is modified. Councilmember Olsen said any Municipal Code change requires a public hearing process before anything can be amended. Ms. Jackman thanked the Council for answering her questions.

Andrew Jackman said he had public comment not related to this agenda item. Mayor Rudie said that would be fine to come up and address the Council. Mr. Jackman said he had attempted to contact the City Council at least three times to request a specific appeal for an application that has not even been returned to him. In February 2026, he requested a zoning approval for a shop, which amounts to a detached garage on his property on 400 South. The request was rejected informally, without written notification. The Utah State Fire Code requires that, upon rejection, the application be returned to him. When he inquired about it, hoping it was an oversight, he also requested that if the application was rejected, it be appealed. He quoted Smithfield City Municipal Code 8.08.050 APPEALS *"Whenever the chief shall disapprove an application, refuse to grant a permit for which application has been received, or when it is claimed that the provisions of the fire code do not apply or that the true intent and meaning of the fire code have been misconstrued or wrongly interpreted, the applicant may appeal the decision of the chief to the governing body within thirty (30) days from the date of such decision"*. He has received no formal decision; furthermore, when he tried to convey that he wanted to appeal the decision, he received no response. That was in a letter dated June 2, 2026. When he appeared before the City Council at the June 24, 2026 meeting, the letter did not get to the Council; he saw the staff go out the door without the letter being given to the Council, and he received no confirmation that the Council had received it. He sent the same petition for appeal via certified mail on July 3, 2026 and again did not hear back from anyone on the Council. That makes him concerned because that certified mail should have been received and addressed. The Municipal Code states that he may appeal to the "governing body," which is the mayor and council. It does not say that such an appeal will be granted, but it looks to him like someone is going out of his/her way to prevent him from asking for the appeal. His communications

are being intercepted. He would like to point out further that, in the various communications that he has received from the City Manager and the Zoning Department, it appears that there is a policy which is being enforced, which is not codified, which is that auxiliary structures will not be approved, despite there being a process in place. This causes him great concern that the people of Smithfield do not have visibility into the expectations. He had engineering drawings done for a considerable amount of money. Had he known that the City had codified that accessory structures were never going to be approved, he never would have spent that money. He hopes the Council can appreciate the difficult position he is in. He also hopes they appreciate that he has tried to keep this in a more private venue so he would not have to bring it up at a City Council meeting. He asked if he could hand the documents to the Mayor without them being intercepted. He handed documents directly to Mayor Rudie.

Mr. Lewis asked Mr. Jackman to confirm that they spoke while Mr. Jackman was in Peru. Mr. Jackman said yes. Mr. Lewis asked Mr. Jackman to confirm whether he received emails from Mr. Lewis. Mr. Jackman said he did. Mr. Lewis sent an email to the Council on June 25, 2026 titled "Jackman Letters". He asked whether Mr. Jackman had confirmed receipt of emails on June 30, 2026 and July 6, 2026 outlining the process for what needed to be done. Mr. Jackman asked whether Mr. Lewis was suggesting that Smithfield City is not required to conform to the International Fire Code. Mr. Lewis said he was only asking whether Mr. Jackman received the emails because of Mr. Jackman's statement that Mr. Lewis is not submitting items to the City Council and Mayor. He wants to ensure everyone is on the same page as to what was received and when. Mr. Jackman has received no written confirmation that the Council received his information. Mr. Lewis asked whether Mr. Jackman was indicating that he did not receive the emails that Mr. Lewis sent him. Mr. Jackman said he did receive them but received no confirmation from the City Council that they received his communications, which is his concern. Mr. Jackman confirmed that he has spoken with Mr. Lewis and Mr. Boudrero. The issue is that he is trying to appeal, and, according to the Municipal Code, he has not received any indication that the Council and Mayor have received his appeal. No one has told him that his request has been denied; he has been told that there are alternative processes that must be obeyed, even though the City Code clearly does not say that. He is now before the City Council to say that "things are not easily understood here; the situation is vague and poorly defined". Mr. Lewis asked whether Mr. Jackman was told what the process was. Mr. Jackman said he was told the process was to go to the zoning administrator and that his application would either be approved or denied; however, according to the IFC, he is supposed to get a return of the application. The State of Utah indicates that the City obeys the IFC. If the discussion is going to be about process, he asked where his application was. It specifically states that upon denial, the application shall be returned.

Mr. Lewis stated he will again provide the Council and Mayor with all the information he has. He will resend the emails previously sent to the Council and Mayor, and Mayor Rudie will respond to Mr. Jackman. The appeal process will be laid out again. He asked Mr. Jackman if that is fair. Mr. Jackman said that is fine.

6:30 p.m. Public Hearing Closed

**Public Hearing on the 2026 COG (Cache County Council of Governments)
Application which is being submitted for a project located at 600 South 1000
East going southward.**

Mr. Bodily said this is another application for COG funding. The goal of this project is to connect 1000 East in Smithfield with 700 East in Hyde Park. Proposed project details were reviewed.

Mr. Bodily noted that Hyde Park is considering annexing some property located in the unincorporated county area. If that is done, it will require property acquisition, condemnation, and design; it will require more time and will likely be several years away before the project is completed, if it is approved.

6:31 p.m. Public Hearing Opened

Clayton Housley asked about prioritization of the two project requests. Mr. Bodily said COG has approximately \$8,000,000 of funding to allocate this current year. This is much less than in previous years. Both projects would provide great benefits, but COG will decide which has higher priority. He reminded citizens that neither project may receive funding, as twelve submissions have been received this year for consideration.

Mr. Bodily said Smithfield City received a letter of support from Hyde Park. If they decide to move forward, it would be property contiguous to their City. The property is under the SV hill, so the sewer runs more effectively toward Hyde Park, which makes sense.

Susan Rucker is very interested in this project because her house is in the area. She asked whether residents would be notified of all public processes. Mayor Rudie said residents will be notified and reiterated that this is very preliminary and that the project(s) may not even be selected for funding by COG. Residents are invited to attend the COG meetings.

6:37 p.m. Public Hearing Closed

**Discussion and possible vote on Ordinance 2026-10, an Ordinance
amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”,
Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance
Matrix”.**

Mr. Boudrero explained that this proposal would permit a commercial Taxidermy Shop/Studio as a conditional use in the M-1, GC, and Ag zoning districts. The Planning Commission would review and approve each conditional use application and, if appropriate, could add mitigating conditions. The planning commission has reviewed and recommended approval.

Mr. Boudrero said the City will be creating a commercial taxidermy definition. State and federal laws are currently being researched. Councilmember Olsen asked what some federal restrictions would be. Mr. Boudrero said they address chemicals used and require the owner to keep detailed records of each applicant, tag, animal, and project. No businesses are currently operating within the City in this manner.

*****Motion made by Councilmember Engler to adopt Ordinance 2026-11, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance Matrix”. Councilmember Olsen seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Discussion and possible vote on Ordinance 2026-09, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 2.0 “Street Design”, Section 2.1 “General”.

Mr. Boudrero said this is a housekeeping item. It removes “and zoning” from the Planning Commission title and strikes any mention of the STRC (Subdivision Technical Review Committee) which no longer exists. The planning commission has reviewed and recommended approval.

*****Motion made by Councilmember Olsen to adopt Ordinance 2026-09, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 2.0 “Street Design”, Section 2.1 “General”. Councilmember Staker seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Discussion and possible vote on Ordinance 2026-11, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.08 “Administration”, Section 17.08.070 “Violation; Penalty”

Mr. Boudrero explained that the current Municipal Code utilizes a mix of criminal and civil statutes to enforce the zoning code in Section 17.08.070. Most infractions do not need to be enforced criminally as written. The current process for issuing and administering these violations is vague and obscure. The goal of these changes is to resolve issues quickly and easily and provide a clear process.

This proposed Ordinance implements and clarifies the process for penalizing violations of the zoning code and reduces the cost of current fees which shows were adopted in

1995. If adopted, the prevailing fee schedule will be amended via Resolution in the next agenda item.

It is recommended in this Ordinance that the process would be as follows:

1. An initial warning letter of the infraction or violation
2. A second warning letter of the infraction or violation
3. The issuance of a citation for the infraction or violation.
4. The second issuance of a citation for the infraction or violation.
5. A civil suit or property lien for nonpayment and noncompliance.

The Planning Commission reviewed the Ordinance and recommended approval.

Mr. Boudrero clarified for Councilmember Olsen that the most common and current complaints and violations relate to unkempt yards, weeds, and accessory structures such as sheds that were not properly permitted and/or located too close to the existing home or property line.

Mr. Boudrero said this will allow for better enforcement and provide better education for residents.

Councilmember Staker asked about the timeframe between warnings and citations. Mr. Boudrero said that was not specified because it could depend on the type of violation, for example, mowing a yard or moving an auxiliary building. Times will be handled on a case-by-case basis, and dates will be included in warning letters and/or citations, if issued.

*****Motion made by Councilmember Engler to adopt Ordinance 2026-11, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.08 “Administration”, Section 17.08.070 “Violation; Penalty”. Councilmember Downs seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Discussion and possible vote on Resolution 2026-09, a Resolution amending the Prevailing Fee Schedule of the City.

Mr. Lewis explained that this follows the changes adopted in Ordinance 2026-11 that was just discussed. The changes include:

	Current	Proposed	
17.04.070 Single Family Dwelling Violation	\$555.00	0.00	
	Current	1 st Off.	2 nd Off.
5.0 General business license code violation	\$ 0.00	\$ 50.00	\$100.00
5.04.020 Operating without a business license	\$1,060.00	\$100.00	\$200.00
5.22 Food truck violation	\$0.00	\$ 50.00	\$100.00
17.16.040 Nonconforming building or use violation	\$0.00	\$100.00	\$200.00

17.92.040 Accessory Dwelling Unit (ADU) violation	\$0.00	\$100.00	\$200.00
17.04.070 Accessory building violation	\$0.00	\$ 50.00	\$100.00
17.44 Primary structure zoning violation	\$0.00	\$100.00	\$200.00
17.36.070 Unlawful use of signs	500.00	\$100.00	\$200.00

Research Fee / GRAMA Request – Per Hour - \$27.00

Note: GRAMA Requests/Research Fees with an estimated cost of over \$100.00 will require a 50% deposit before the request is fulfilled.

*****Motion made by Councilmember Orme to adopt Resolution 2026-09, a Resolution amending the Prevailing Fee Schedule of the City. Councilmember Staker seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker
No Vote: None

Discussion and possible vote on amendments to the Employee Personnel Manual

Mr. Lewis said that, due to the cost and the slowdown in the hiring process, staff are recommending the following amendment to the Personnel Manual to simplify the process. The Department Heads reviewed the change and favor the update. He noted that this does not preclude random testing.

Mr. Lewis confirmed for Councilmember Engler that “zero tolerance” is spelled out in another section of the code.

ARTICLE II – DRUG AND ALCOHOL TESTING

Current:

2. Pre-employment Testing. Chosen candidates are required by the city to undergo an alcohol and drug test prior to beginning employment. Refusal to take such a test shall be grounds for denial of employment.

a. Smithfield City has a zero-tolerance policy.

Proposed:

2. Smithfield City requires applicants who receive a conditional offer of employment for designated safety-sensitive classifications (Police & Fire Department) and roles that require a Commercial Driver’s License (CDL) to complete a pre-employment drug screening. Additional classifications may be designated by the City based on operational and safety needs. An applicant’s refusal to submit to testing, failure to cooperate with the testing process, or a verified positive test result shall be grounds for denial of employment.

a. Smithfield City has a zero-tolerance policy

*****Motion made by Councilmember Downs to approve amending the Employee Personnel Manual. Councilmember Engler seconded the motion. The motion was approved 5-0.**

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

City Manager Report

Mr. Lewis reported:

- ✓ The Police Department is working on filling the Animal Control Position.
- ✓ The Fire Department has all full-time positions filled, which is the first time in a long time. Part-time positions are always open.
- ✓ Staff are working on creating an employee recognition policy recognizing years of service. A proposed plan will be brought before the Council for review at a later date.

Council Member and Mayor Reports

Todd Orme

- Historical Society will be discussing the museum remodel and finances next month.
- No Tree Committee meeting this month; the next one will be held in September. He will be visiting a small native plant garden located in the City. This will be discussed in his next "Three Things" post.

Jenn Staker

- Arts Council – will move the Chalk Art Festival to tie in with the first Summer Concert in June. Concerts every Friday in June 2026 were very successful.
- The Health Day Ambassadors Royalty were just issued their scholarship checks. They will be serving until a new royalty is selected in March and are available for service needs.

John Engler

- Bonneville Shoreline Trail – Sunrise Engineering is doing a good job overseeing the project.
- The library continues to be busy this summer with great programming opportunities; wrapping up summer programs.
- The Community Engagement Committee is continuing to work on priorities with the USU LAEP Visioning Project and Main Street Utah.
- Smithfield Chamber of Commerce has taken a break during the summer months.

Chris Olsen

- Youth Council will be meeting on Monday, August 17th. There are 15 more kids involved this year than last year.

- The Senior Citizens have been meeting twice a month in the summer months and will begin meeting weekly in September. He appreciates all the volunteers who make this project possible.
- As part of The Main Street Program, he was able to do some onboarding last month and learn some things we can do as a City. He is putting together a slide show of the old buildings with current ones.

Jay Downs

- CMAD (Cache Mosquito Abatement District) – Cornish and several communities in the valley have had a positive test for the West Nile virus. He encouraged everyone to stay diligent and cautious.
- Cache County Fire District – a new attorney has said the members of the board were not properly appointed. A statute requires an appointment process for all fire board members, so applications are being accepted until Sunday, August 23rd. Eleven board members will be appointed by the Cache County Council. The South and North End Advisory Committees are functioning well. There will be a meeting with the North End Advisory Committee and County Executive George Daines on Thursday, August 13th at 6:00 p.m. at Smithfield City Office Building; the public is encouraged to attend.

Mayor Rudie

- Splash Pad will close for the season on Tuesday, September 8th which is the day after Labor Day.
- 925 South roadway has been paved, and the sidewalk is being installed. The road is expected to be open next week.
- The annual chip and seal project will take place August 18th and 19th. Notification will be sent to residents in affected areas.
- The Wildland fire team is helping with the fires in the Heber, Utah area.
- Some of the new water tank walls have been poured and are curing; the project continues progressing well.
- The City is working with Cache County on a large culvert crossing as part of the canyon waterline installation project.
- Phase 1 of the 1000 South stormwater project is complete with the exception of one area where an irrigation line crossing still needs to be completed.
- Cache County is creating a trails and active transportation guidebook trails, active guidebook. An Open House will be held on Monday, August 17th from 6:00-9:00 p.m. at the Richmond Park Community Center and on Wednesday, August 19th from 6:00-9:00 p.m. at the Hyrum Civic Center.

Councilmember Downs said the School District is doing a good job installing the sidewalk along 600 South along the southern boundary of the Sky View High School parcel. Progress is going well. Mr. Bodily said they are meeting with Cache Highline Water Association tomorrow night to discuss an encroachment permit for the foot bridge needed for the sidewalk project. There are people lined up to do the concrete work once that is done. Mayor Rudie expressed caution about people entering and exiting the parking lot at Sky View High School as young children will be crossing the four

entrances/exits of the parking lot. The work should not affect the football game scheduled for this week.

Closed Meeting to discuss the purchase, exchange or lease of real property. Utah Code Annotated 52-4-205(1)(d).

*****Motion made by Councilmember Engler to close the regular council meeting and open the closed meeting. Councilmember Orme seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

The closed meeting opened at 7:23 P.M.

Those in attendance: Mayor Rudie, Todd Orme, Jenn Staker, Chris Olsen, John Engler, Jay Downs, Justin Lewis, Brian Boudrero, Clay Bodily and Dana Lazcanotegui

*****Motion made by Councilmember Engler to close the closed meeting and reopen the regular council meeting. Councilmember Olsen seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

The closed meeting closed at 8:42 P.M.

The meeting adjourned at 8:42 P.M.

SMITHFIELD CITY CORPORATION

Aaron Rudie, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder



SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

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6. Public Hearing on the 2026 COG (Cache County Council of Governments) Application which is being submitted for a project located at 600 South 1000 East going southward.
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8. Discussion and possible vote on Ordinance 2026-09, an Ordinance amending the Smithfield City Construction & Design Standards, Part I "Design Standards", Chapter 2.0 "Street Design", Section 2.1 "General".
9. Discussion and possible vote on Ordinance 2026-11, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.08 "Administration", Section 17.08.070 "Violation; Penalty".
10. Discussion and possible vote on Resolution 2026-09, a Resolution amending the Prevailing Fee Schedule of the City.

11. Discussion and possible vote on amendments to the Employee Personnel Manual.
12. City Manager Report
13. Council Member and Mayor Reports
14. Closed Meeting to discuss the purchase, exchange or lease of real property. Utah Code Annotated 52-4-205 (1) (d).

Adjournment

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Introduction

The Utah Coalition of Cities and Counties (UC3) advocates for local governments through a constitutional framework rooted in the principles of freedom. Our mission is to amplify local voices, safeguard municipal authority, and empower communities to preserve and enhance freedom and prosperity. UC3 engages with elected officials and staff to protect constitutional values in public governance.

Who We Are

Led by Founder and Managing Director Sarah Davenport-Smith, UC3 brings together experienced professionals including lobbyists, analysts, and advisors with extensive backgrounds in public policy, law, and governance. Our leadership team provides the strategic vision and hands-on expertise to advocate effectively for Utah's cities and counties.

Full-Service Advocacy & Strategic Support

UC3 offers a comprehensive suite of services tailored to the needs of municipal governments:

- Legislative & Regulatory Advocacy: Promote or oppose legislation, monitor bills, and engage in rulemaking.
- Strategic Planning: Define advocacy goals, identify stakeholders, and build influence networks.
- Policy Analysis: Provide in-depth constitutional reviews and impact assessments.
- Relationship Building: Foster ongoing connections with policymakers and community leaders.
- Public Affairs: Guide public messaging, media relations, and campaign strategies.
- Crisis Management: Support responses to legislative or reputational challenges.
- Compliance: Ensure adherence to lobbying laws and transparency standards.

Constitutional Analysis & Municipal Authority

A defining feature of UC3 is our constitutional lens. We examine whether policies align with the U.S. and Utah constitutions and assess their impact on local authority. This includes identifying legal risks, proposing mitigations, and ensuring community standards are upheld within constitutional bounds.

Education for Elected Officials and Staff

UC3 provides expert training to elected officials and municipal staff, equipping them with:

- Practical governance tools
- Constitutional principles to guide policy decisions
- Workshops and seminars using real-world examples
- Legal frameworks and user-friendly guides

This educational support enhances public trust, minimizes legal exposure, and improves civic leadership.

Next Steps for Engagement

If your municipality seeks:

- A constitutional approach to advocacy
- Expert analysis of legislation and regulatory policy
- Training and education grounded in public law

Then UC3 is prepared to represent your interests at the state level with full transparency and integrity. Together, we can make a lasting impact for the freedom and prosperity of Utah's communities.

Visit us at www.utahuc3.org



UTAH COALITION OF CITIES AND COUNTIES

www.utahuc3.org

Date: 2026

Presented by: Sarah Davenport-Smith,
Managing Director & Founder





Why This Conversation Matters

Local government isn't just being asked to do more — it's being asked to decide less.

UC3 works alongside cities and counties to:

- Analyze legislation through a constitutional lens
- Advocate for local authority
- Equip leaders with the clarity to understand and respond

Who We Are



Sarah Davenport-Smith
Founder & Managing
Director



Bernadette Brockman
Policy Analyst & Trainer



Bill Lee
Advisor & Executive
Board Member



Heather Eder
Government Relations
Assistant & Client
Relations

What We Do



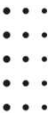
Full-Service Advocacy



**State & Federal
Constitutional Analysis**



Education & Training



Full-Service Advocacy

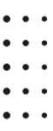
UC3 helps local governments:

- Develop legislative strategy
 - Monitor and analyze legislation
 - Advocate before lawmakers & agencies
 - Build relationships with decision-makers
 - Navigate public communication challenges
 - Respond strategically during public relations challenges
- 

Our Difference:

Advocacy grounded in constitutional principles and local authority.





Constitutional Analysis

UC3 evaluates:

- State & federal constitutional alignment
 - Relevant case law
 - Effects on local authority
 - Due process & legal exposure
 - Long-term governance impacts
- 

We ask:

What is this policy changing beneath the surface?





Education & Training

We equip local leaders to:

- Understand constitutional principles
 - Make legally defensible decisions
 - Balance governance with individual rights
 - Reduce legal & policy risk
 - Build public trust
- 

Training includes:

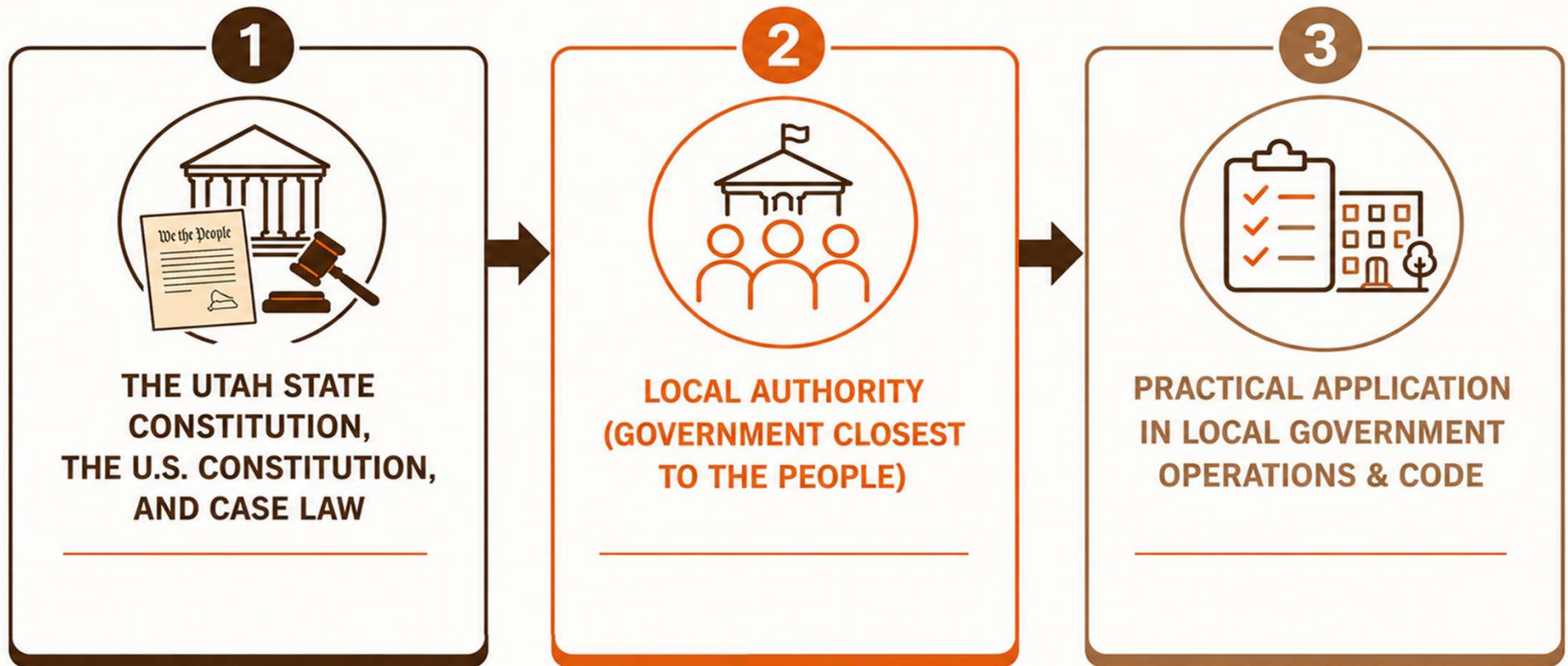
- Workshops & webinars
 - Practical implementation guidance
 - Legal & constitutional frameworks
 - Personalized consultations
- 
- 
- 

Two Models of Representation

Traditional Model	UC3 Model
Focus on policy outcomes	Focus on constitutional structure
Navigate political realities	Analyze authority shifts
Explain compliance	Explain governance impacts
Operate within the system	Protect local role within the system

DIFFERENT QUESTIONS → DIFFERENT CONCLUSIONS

UC3 METHODOLOGY



Next Steps

IF you want...

- Constitutional clarity
- Stronger understanding of your authority
- Strategic legislative guidance
- Training grounded in foundational governance

UC3 provides...

- Constitutional advocacy
- Personalized support
- Ongoing engagement
- Practical implementation strategy

Because local government matters



Conclusion and Q&A

UC3 exists to help Utah's cities and counties:

- Understand constitutional impacts
- Preserve local authority
- Strengthen community governance

Government works best closest to the people.





THANK YOU



Visit our website
www.utahuc3.org

Contact us at:
contact@utahuc3.org

ORDINANCE NO. 2026-13

WHEREAS, the City Council of Smithfield City, Cache County, Utah, passed and adopted the Smithfield Municipal Code on November 11, 2015; and

WHEREAS, the City Council has determined there is a need to update, repeal, amend and/or modify certain provisions contained in the referenced Municipal Code

NOW, THEREFORE, the City Council of Smithfield City, Utah hereby adopts, passes and publishes the following:

AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 17 “ZONING REGULATIONS”, CHAPTER 17.92 “ACCESSORY DWELLING UNIT”, SECTIONS 17.92.010 “PURPOSE OF CHAPTER”, 17.92.020 “CONDITIONS”, 17.92.030 “APPLICATION PROCEDURES” AND CHAPTER 17.120 “USE MATRIX TABLE”, SECTION 17.120.010 “USE ALLOWANCE MATRIX”.

BE IT ORDAINED BY THE CITY COUNCIL OF SMITHFIELD CITY, CACHE COUNTY, UTAH, AS FOLLOWS:

1. The following sections shall be amended as indicated. Those portions which are ~~struck out~~ shall be deleted and those that are highlighted in yellow shall be added.

17.92.010 PURPOSE OF CHAPTER

The purpose of permitting an accessory dwelling unit is to:

- A. Provide homeowners with a means of obtaining, through tenants in an accessory apartment, rental income, companionship, security and services, and thereby, ~~to~~ enable them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave;
- B. Add inexpensive rental units to the housing stock to meet the needs of smaller households, both young and old;
- C. Make housing units available to moderate income households who might otherwise have difficulty finding homes within the city;
- D. Develop housing units in single-family neighborhoods that are appropriate for small households at a variety of stages in the life cycle, thereby lessening fluctuations in neighborhood demand for particular services.
- E. Allow more efficient use of existing single-family dwellings and public infrastructure.

17.92.020 CONDITIONS

- A. A permit will be granted for a use to be known as an accessory dwelling unit, provided that the following standards and criteria are met:

1. The original unit, including any accessory dwelling unit, shall all be considered a single-family residence rather than a “duplex” or “multi-family” as defined by the applicable building codes.
2. A detached accessory dwelling unit shall not be connected to, and served by, the same water and sewer services that serve the primary building. See [SMC 13.04.140](#) “Separate Connections” and [13.16.150](#) “Separate Building Connections Necessary”.
3. Any new construction, remodeling or renovation of an existing structure to accommodate an accessory dwelling unit shall conform to the setbacks, height restrictions, health, fire, building and other code requirements current at the time of application. Additionally,
 - a. An accessory dwelling unit must have its own entryway with eating, sleeping, and sanitation facilities that can be isolated from the original unit.
 - b. Any wall of a detached accessory dwelling unit shall be a minimum of ten feet (10’) away from any wall of the primary structure.
 - c. A Certificate of Occupancy must be issued by the inspecting authority prior to building occupation.
4. There shall be no more than one attached accessory dwelling unit and one detached accessory dwelling unit, for a maximum of two accessory dwelling units, per single-family residence.
5. An accessory dwelling unit shall not exceed the lesser of seventy-five percent (75%) of the size of the original dwelling unit or fifteen hundred (1,500) livable square feet.
6. The owner(s) of the residence shall occupy at least one (1) of the units on the lot; except for bona fide temporary absences of three (3) years or less for activities such as:
 - a. A temporary job assignment, sabbatical, or voluntary service.
 - b. The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.
 - c. City staff will require written documentation verifying the temporary absence.
 - d. The owner(s) shall apply for a continuance of their accessory dwelling unit permit during their absence by notifying the Planning Department in writing. They shall include in the request their anticipated length of absence and estimated return date, a forwarding address, phone number and email address where they may be contacted by the city, and the names, phone numbers and email addresses of those who will act in their stead as the “surrogate” owners of the property in their absence.
7. Parking:
 - a. A single-family residence with one or more accessory dwelling units must have at least one (1) dedicated off street hard surfaced parking area, per accessory dwelling unit, available for use by the owner-occupant(s) and tenant(s). See [Utah Code Annotated 10-21-303](#) “Internal accessory dwelling units”.

- b. Any detached accessory unit, over 650 square feet must have (2) dedicated off street hard surface parking area. See [Utah Code Annotated 10-21-304](#) "Detached Accessory Dwelling Unit."
 - 8. Other conditions for an accessory dwelling unit:
 - a. An accessory dwelling unit shall not be sold separately or subdivided from the original single-family dwelling unit.
- B. Accessory dwelling units are allowed in "A" (agricultural zone), "RA" (residential agricultural zone) and "R-1" (single-family residential zone). Internal accessory dwelling units, are allowed in the MPC (master plan community) in a detached single family home only.

17.92.030 APPLICATION PROCEDURES

- A. Application for a permit for an accessory apartment shall be made to the zoning administrator in accordance with the accessory dwelling unit conditional use permit procedures given in this title and, if required, shall include:
 - 1. A new construction zoning clearance.
 - 2. A fee as set forth by the most recent prevailing fee schedule adopted by resolution of the city council to cover the costs of processing the application and code inspection.
- B. Within fourteen (14) days of the receipt of an application, the zoning administrator shall review and render a decision on the application, to ensure that it meets ~~. If the application fails to meet~~ all of the conditions listed in [SMC 17.92.020](#) of this chapter.
- C. The purchasers of a home that have a permit for an accessory apartment who want to continue renting their apartment must demonstrate that all conditions of the existing permit have been met.

17.120.010 USE ALLOWANCE MATRIX

Current:

Accessory apartment: "AC" in A, RA, R-1 and MPC

Accessory, residential unit: "C" in CB, CC, Mixed-Use Overlay and "P" in A, RA and R-1.

Proposed:

Accessory Dwelling Unit: "P" in A, RA, R-1 and MPC

~~Accessory, residential unit: "C" in CB, CC, Mixed-Use Overlay and "P" in A, RA and R-1.~~

-
- 2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the

validity of the Ordinance as whole, or any other part thereof.

3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.
4. This ordinance shall become effective after the required public hearings and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Smithfield Municipal Code above referred to.

Approved and Signed this 9th day of September, 2026.

SMITHFIELD CITY CORPORATION

Aaron Rudie, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder



Smithfield City Staff Report

Community Development Department

Administration • Engineering • Planning • Zoning

2026-13 Accessory Dwelling Unit Changes

August 19, 2026

This summary analysis of the proposed ordinance is based on previously adopted city codes and standard city development practices. This report is to be used to review and consider the proposed changes to the Smithfield Municipal Code. This proposal constitutes a [legislative](#) decision and should be considered as such.

Minor Code and Link Changes

In the Accessory Dwelling Unit code found in [SMC§17.92.010](#), there are some minor wording changes, that are based on the recent State Code requirements found in SB 284. These changes are detailed below.

1. We can now require a "Certificate of Occupancy," on new or converted detached dwelling units and this requirement will be including in the condition section of our code.
2. Our municipal code contains two links to both internal and detached accessory dwelling unit requirements in the State code. The State has restructured and relocated the Land Use Code under section [UCA §10-21](#). These links will be updated to the new location.
3. State Code no longer allows municipalities to consider accessory dwelling unit applications under a conditional use. They must be allowed.
4. The Use Matrix Table in [SMC§17.120.010](#) needs to be adjusted to show the recently passed state legislation.

