



## SMITHFIELD CITY COUNCIL MINUTES May 14, 2025

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, May 14, 2025 at 6:30 p.m.  
Mayor Monson was in the chair. Opening remarks by Jenn Staker

**Council Members in Attendance:** Wade Campbell, Sue Hyer, Todd Orme, Jenn Staker, Ted Stokes

**City Staff:** Justin Lewis (City Manager), Clay Bodily (City Engineer), Brian Boudrero (Planning Manager), Dana Lazcanotegui (City Recorder), Travis Allen (Police Chief), Jeremy Hunt (Fire Chief), Josh Wright (Public Works Director)

**Visitors:** Danielle Munk, Zane Hyer, Jim Marshall, Dianne Campbell, Steven Jensen, Kelly Olsen, Mike Monson, Kathy Roper, Richard Jewkes, Jeff Barnes, Dave Forrester, Sara Workman, David Russak, Janet Hillyard, Caralee Stokes, Cherise Moser, Griffin Hazzard, Debbie Zilles

### Approval of City Council Meeting Minutes from April 9, 2025

**\*\*\*Motion made by Councilmember Campbell to approve the April 9, 2025 meeting minutes. Councilmember Orme seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

### Resident Input

Richard Jewkes is opposed to allowing pigs within the City limits. He sent an email before the meeting which has been included in the council packet. He has also spoken with a previous employee who said pigs were prohibited years ago and the issue was discussed at the Planning Commission level.

Dianne Campbell is in favor of allowing pigs. With rising food costs, it is essential to allow citizens to raise their food and promote sustainability. This will help support 4-H and FFA students. There is support for the ordinance from other residents who could not be in attendance.

Steven Jensen is opposed to the pig ordinance. He has raised pigs and is aware of the associated smells and flies. He had kids in 4-H, but that was when they lived on five acres and could raise them with no problems. He would be upset if neighbors had them right next to his home and he wanted to spend time outside in his yard.

Jim Marshall serves on the Planning Commission. When the ordinance came before them a few weeks ago, he voted against it. The ordinance, as presented, did not have any restrictions regarding which zones it would be allowed in, nor did it include provisions for setbacks. If a pen were only 10 feet from a neighbor it would be

unacceptable. He recommended that the Council consult the agricultural extension service websites of land-grant universities such as Oregon, Penn State, or Texas A&M to get a sense of what it takes to raise pigs and what provisions are necessary, and then assess where in Smithfield this might be appropriate.

Danielle Munk is opposed to allowing pigs. She has listened to the concerns that have been raised. To mitigate potential issues, a standard would need to be established that owners would have to abide by such as regular cleanups to prevent contention with surrounding neighbors. The smell is a concern. She understands and supports the FHA program, but believes pigs should be in other areas.

Kathy Roper lives on 0.25 acres and has rabbits and is mindful of the smell from them. She is opposed to allowing pigs; she is also a proponent of the 4-H program, but does not think pigs should be allowed on small lots.

Dave Russak is in favor of raising animals; he has some chickens. He learned as much as he could about chickens before he started. There are always ways to make things proper and neat. He suggested learning about the topic if considering owning one. Responsibility rests with an animal owner, so they do not offend their neighbors.

#### **Youth Council Report**

Kelly Olsen reported that recent activities included the Easter Egg hunt and Health Days. There are 31 applicants for next year. Interviews will be held next week. The Closing Social will be May 22, 2025 at 4:30 p.m. at Mack Park. She encouraged all youth to get involved. Mayor Monson thanked Mrs. Olsen for her tireless volunteering with the City.

#### **Discussion and possible vote on Ordinance 2025-12, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 5.0 “Culinary Water System Design”, Section 5.1 “General”.**

Mr. Boudrero explained that an entire paragraph will be added to design and construction standards 5.1 to clarify the need for a minimum 8-inch waterline in the event of a failed water model. The Planning Commission recommended approval. The proposed section is:

*N. All subdivisions, including Intra-Blocks and Minor, that have a water main that fails the water model or is included in the Capital Improvement Project Plan (e.g., less than 8 inches) shall replace the main waterline from the nearest connection to an adequate main waterline and continue the new replacement main line to the end of the subdivision.*

**\*\*\*Motion made by Councilmember Orme to approve Ordinance 2025-12, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 5.0 “Culinary Water System Design”, Section 5.1 “General”. Councilmember Campbell seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Campbell, Hyer, Orme, Staker, Stokes

**No Vote:** None

**Discussion and possible vote on Ordinance 2025-11, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.92 “Accessory Dwelling Unit”, Section 17.92.020 “Conditions”, and Title 16 “Subdivision Regulations”, Chapter 16.04 “General Provisions”, Section 16.04.050 “General Responsibilities”.**

Mr. Boudrero provided the following overview. The first part is similar to what was just discussed and will be included by adding the following paragraph:

**§16.04.050 General Responsibilities**

*Information is being added to paragraph K, detailing the expectation that any utility line required by a water model or capital improvement project must be upsized to a minimum of 8” diameter.*

The second part of this ordinance addresses detached accessory units. By increasing the allowable size to 75% of the original dwelling unit, it will enable more people, especially those in smaller homes, to possibly have one.

Councilmember Stokes questioned why there is a percentage and not just a square foot requirement. Mr. Boudrero said it will ensure the ADU will be smaller than the original house, up to 75% of the size of the current dwelling. He reminded the Council that these must be owner-occupied. Councilmember Stokes thinks the percentage issue might be overthinking the issue. Mr. Bodily said 1,500 square feet would make it easier for staff to enforce. Councilmember Stokes noted that setbacks will help regulate the size. Mr. Boudrero pointed out that many other requirements will have to be taken into account to help mitigate possible issues. Councilmember Stokes said the state mandates that internal accessory units be available.

**\*\*\*Motion made by Councilmember Stokes to Ordinance 2025-11, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.92 “Accessory Dwelling Unit”, Section 17.92.020 “Conditions”, and Title 16 “Subdivision Regulations”, Chapter 16.04 “General Provisions”, Section 16.04.050 “General Responsibilities”. Councilmember Campbell seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Campbell, Hyer, Orme, Staker, Stokes

**No Vote:** None

**Public Hearing for the purpose of discussing Ordinance 2025-08, an Ordinance amending the Smithfield City Municipal Code Title 12 “Streets, Sidewalks and Public Places”, Chapter 12.24 “City Trees” removing in their entirety Sections 12.24.010 “Definitions”, 12.24.020 “Creation and Establishment of a City Tree Committee”, 12.24.030 “Term of Office”, 12.24.040 “Duties and Responsibilities of Board”, 12.24.050 “Plantings”, 12.24.060 “City Tree Warden”, 12.24.070 “Distances from Street Corners and Fire Hydrants”, 12.24.080 “Public Tree Care”, 12.24.090 “Pruning, Street and Sidewalk Maintenance”, 12.24.100 “Dead or Diseased Tree Removal on Private Property”, 12.24.110 “Tree Removal on Public Property”, 12.24.120 “Interference with Shade Tree and Beautification Commission”, 12.24.130 “Arborist’s License and Bond”, 12.24.140 “Review by City Council”, 12.24.150 “Violation; Penalty” and adding in their entirety Sections 12.24.010 “Creation and Establishment of a City Tree Committee”, 12.24.020 “Purpose”, 12.24.030 “Term of Office”, 12.24.040 “Duties and Responsibilities of the Committee”, 12.24.050 “Definitions”, 12.24.060 “Landscaping”, 12.24.070 “Blue Stakes of Utah 811 Notification”, 12.24.080 “Park Tree Care and Maintenance”, 12.24.090 “Street Tree Care and Maintenance”, 12.24.100 “Dead or Diseased Tree Removal on Private Property”, 12.24.110 “Interference with Tree Care”, 12.24.120 “Review by City Council”, 12.24.130 “Violation; Penalty” and 12.24.140 “Appeals”.**

Mr. Lewis explained that this is the ordinance the Council had previously discussed. The Tree Committee has been working on this for the last few months. This would replace the current Tree Committee Municipal Code.

#### **6:58 p.m. Public Hearing Opened**

Jeff Barnes stated that the Tree Committee conducted research and invested a considerable amount of time in compiling this document. This Ordinance reads well and is much easier to understand.

Cherise Moser expressed concern that residents are responsible for the trees in their park strips. It can be a costly burden. Mr. Boudrero pointed out that this is not changing the fact that it has always been the homeowner’s responsibility. Ms. Moser said there are two sick trees in front of her home and she cannot afford to have them removed; this does not seem fair because she is not the one who put them in. Mayor Monson said this is a valid concern, research indicated that this is a \$3 million issue for the City to take care of, and the City cannot afford it. Ms. Moser asked who would be responsible if a tree falls and causes damage or injury. Mr. Lewis said the City receives many calls about trees; they try to trim them when they can, and he agreed that they have not been maintained well. The City does not have a crew for tree trimming. Responsibility would likely fall under the homeowner’s insurance. Ms. Moser wants the City to be put on notice that she will not take responsibility if something happens. The City owns the trees. She talked to someone who was on the Tree Committee years ago who had offered to take down trees for free. Mr. Lewis does not have any information on this. This is an expensive problem that has not been able to

be resolved fiscally. Mayor Monson acknowledged this is a considerable challenge and the Council will continue to discuss this matter.

Griffin Hazzard pointed out that whether the City has always done something the same way does not mean it is the correct way. Mayor Monson agreed. Mr. Hazzard said the City determines what can be planted within the City-owned strip, but then it becomes a resident's responsibility/problem. If the City is on notice that a tree located on City property is in a hazardous condition, if it hurts someone or damages property, the City cannot legislate out of that responsibility and put the entire burden on the homeowner. It is apparent that the City is on notice that there are dead trees all over, including those on Main Street that are leaning and dying – a large windstorm can cause serious injury or property damage. He questioned how his private insurance would be responsible for something on City property. The City needs to find a solution because this is a significant liability.

Mr. Bodily noted that UDOT (Utah Department of Transportation) owns the property along Main Street and on 100 North from Main Street to the city limit.

Richard Jewkes said there are old trees throughout the City, not just along Main Street. The issue/concern is valid. If a serious accident were to occur, it could likely be more expensive than three million dollars.

Councilmember Staker pointed out that the City is aware and very mindful of the tree situation; if something is done to help resolve the issue, it will have to be done with taxpayer funds, and the Council is very cautious about the idea of raising taxes.

Councilmember Stokes thanked the citizens for their comments, emphasizing that this ordinance helps prevent future issues and addresses the types of trees that can be planted in specific areas.

Mayor Monson assured residents that the City will continue to discuss this issue.

#### **7:14 p.m. Public Hearing Closed**

<b>Discussion and possible vote on Ordinance 2025-08</b>
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Mr. Lewis noted that Smithfield Municipal Code 12.40, Maintenance of Street Right-Of-Way (Park Strip), has not been updated since at least 2016 and is not being changed as part of the new ordinance. This Code addresses the maintenance of park strips. The proposed ordinance addresses the tree committee.

Mayor Monson stated that the previous City Manager decided to stop watering park strips specifically on 250 East around 600 South. The neighbors were asked to begin watering the property behind their fence. Eventually, the trees and grass were removed and decorative rock was put in and it does not look very nice. The City does need to find a solution.

Councilmember Orme noted that having a City employee certified as an arborist is another proactive action. The City will continue to support education and make informed decisions regarding trees.

**\*\*\*Motion made by Councilmember Campbell to approve Ordinance 2025-08, an Ordinance amending the Smithfield City Municipal Code Title 12 “Streets, Sidewalks and Public Places”, Chapter 12.24 “City Trees” removing in their entirety Sections 12.24.010 “Definitions”, 12.24.020 “Creation and Establishment of a City Tree Committee”, 12.24.030 “Term of Office”, 12.24.040 “Duties and Responsibilities of Board”, 12.24.050 “Plantings”, 12.24.060 “City Tree Warden”, 12.24.070 “Distances from Street Corners and Fire Hydrants”, 12.24.080 “Public Tree Care”, 12.24.090 “Pruning, Street and Sidewalk Maintenance”, 12.24.100 “Dead or Diseased Tree Removal on Private Property”, 12.24.110 “Tree Removal on Public Property”, 12.24.120 “Interference with Shade Tree and Beautification Commission”, 12.24.130 “Arborist’s License and Bond”, 12.24.140 “Review by City Council”, 12.24.150 “Violation; Penalty” and adding in their entirety Sections 12.24.010 “Creation and Establishment of a City Tree Committee”, 12.24.020 “Purpose”, 12.24.030 “Term of Office”, 12.24.040 “Duties and Responsibilities of the Committee”, 12.24.050 “Definitions”, 12.24.060 “Landscaping”, 12.24.070 “Blue Stakes of Utah 811 Notification”, 12.24.080 “Park Tree Care and Maintenance”, 12.24.090 “Street Tree Care and Maintenance”, 12.24.100 “Dead or Diseased Tree Removal on Private Property”, 12.24.110 “Interference with Tree Care”, 12.24.120 “Review by City Council”, 12.24.130 “Violation; Penalty” and 12.24.140 “Appeals”. Councilmember Staker seconded the motion. The motion was approved 5-0.**

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**Yes Vote: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

**Continued discussion and possible vote on Ordinance 2025-06, an Ordinance providing for the imposition of owner occupancy covenants as part of the rezoning process by adding in its entirety in Title 17 “Zoning Regulations”, Chapter 17.130 “Restrictions For Owner Occupancy”, Sections 17.130.010 “Purpose”, 17.130.020 “Definitions”, 17.130.030 “Authority To Require Owner Occupancy Covenants”, 17.130.040 “Owner Occupancy Covenants”, and 17.130.050 “Penalties”.**

Councilmember Stokes said that after last month’s discussion, he worked hard trying to find a solution to some of the concerns. He is proposing the following addition:

**17.130.40 (g) Equity Cushion Exemption:**

*If the owner-occupant lacks sufficient equity to sell the home, then they may apply for an equity cushion waiver with the City. The waiver will be valid for twelve (12) months. A new application for equity waiver must be applied for prior to the expiration of the 12-month waiver. The City shall grant the equity cushion waiver if the value of the home is insufficient to cover eight percent (8%) closing cost and the liens against the property. Acceptable forms of valuation are certified real estate appraisals, real estate comparable valuations from a certified real estate agent, or Zillow.com valuations. Equity cushion waivers shall not be granted within the first twelve (12) months of purchase of the home. Equity cushion waivers are only available to properties*

*containing a single mortgage lien with the exception of homes purchased under the Utah Housing Corporation Act which utilized a first and second mortgage from the Utah Housing Corporation at the original purchase of the home or involving homes that have received a U.S. Department of Housing and Urban Development bailout and have a second lien from that process.*

Councilmember Stokes said this may eliminate some of the previous concerns. It will not impede any Utah Housing Corporation Acts, FHA, or first-time homebuyer loans.

Mayor Monson stated that Ogden City is developing an owner-occupancy restriction in an area with varying lot sizes. She has placed a call to the developer, but has not heard back. One of the requirements they are considering is that the dwelling has to be owner-occupied for a minimum of 10 years.

Councilmember Campbell said there have been concerns with how this will be handled; however, there is also a desire for people to feel comfortable purchasing a home. This is not a forced zone; it only provides an additional option for developers and purchasers.

Councilmember Staker pointed out that this is a new concept and is not a requirement. The ordinance can be amended and changed as necessary.

Mayor Monson said Smithfield City has to submit three strategies for affordable housing to the state, this ordinance could possibly fill one of those requirements.

Councilmember Hyer said homeowners would know what they are getting into if they purchase a home.

Councilmember Stokes said the democratic process is great for helping to flesh out problems and concerns and providing possible solutions.

**\*\*\*Motion made by Councilmember Stokes to approve Ordinance 2025-06, an Ordinance providing for the imposition of owner occupancy covenants as part of the rezoning process by adding in its entirety in Title 17 “Zoning Regulations”, Chapter 17.130 “Restrictions For Owner Occupancy”, Sections 17.130.010 “Purpose”, 17.130.020 “Definitions”, 17.130.030 “Authority To Require Owner Occupancy Covenants”, 17.130.040 “Owner Occupancy Covenants”, and 17.130.050 “Penalties” to include 17.130.40 (g) in its entirety. Councilmember Campbell seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

**Discussion and possible vote on Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.12 “Supplementary And Qualifying Regulations”, adding Section 17.12.235 “Keeping Pigs”, amending Chapter 17.04 “General Provisions”, Section 17.04.070 “Definitions”, Chapter 17.14 “Animal Rights Regulations For R-1 Zones”, Sections 17.14.030 “Number Of Animals Permitted”, 17.14.080 “Prohibited Animals”, and Chapter 17.48 “Agricultural Zone”, Section 17.48.050 “Farm Animals”.**

Councilmember Campbell said there are currently a small number of residents who are raising pigs for food consumption. He has been approached over the last few years to address this issue, allowing residents to do so legally. Over the last decade, there has only been one pig complaint and it was not about the pig, but a neighbor dispute. If this is approved, it will be a permitted use. Other cities in Cache Valley allow this, and it does not seem to be a problem.

Councilmember Orme stated that 17.14.060 Regulations Regarding Feeding and Housing Animals requires that “medium-sized animals be fed at least 45’ from the owner’s dwelling and 75’ from any neighbor’s dwelling.” It would be virtually impossible to meet this criterion on a 0.25-acre lot. This section also addresses that the area must be cleaned regularly (weekly). He has looked into what other cities allow; Richmond, Providence and Hyrum prohibit pigs, Hyde Park requires a minimum lot size of 0.5 acres, Nibley has a point system but requires a minimum of 0.75 acres, and Wellsville offers many different options.

Councilmember Staker believes this proposal needs more time for review and more details considered, including, but not limited to, where the waste would go, flies, smell, and possible neighbor conflict.

Councilmember Hyer is not comfortable with the idea but might consider allowing it for 4-H use, similar to Wellsville.

Councilmember Stokes said, at a minimum, there would need to be clarification regarding an interior barrier. He agrees with a 0.5-acre minimum. If approved, it must be clear that the pig(s) would only be kept for slaughter, not as pets.

Councilmember Campbell said it needs to include that breeding/reproductive use is prohibited, it should be clear that this is only for food production. The harvest age is generally at 6-9 months. There are considerations to help make this regulation allowable while addressing and mitigating concerns.

Mr. Lewis said that staff will work with the Council to incorporate changes and further refine them for consideration at a future council meeting.

**\*\*\*Motion made by Councilmember Orme to Table Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.12 “Supplementary And Qualifying Regulations”, adding Section 17.12.235 “Keeping Pigs”, amending Chapter 17.04 “General Provisions”, Section 17.04.070 “Definitions”, Chapter 17.14 “Animal Rights Regulations For R-1 Zones”, Sections 17.14.030 “Number**

**Of Animals Permitted”, 17.14.080 “Prohibited Animals”, and Chapter 17.48 “Agricultural Zone”, Section 17.48.050 “Farm Animals” for more refinement. Councilmember Campbell seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote To Table: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

<b>Discussion with department heads of the Fire Department and Public Works Department on the Fiscal Year 2026 Budget.</b>
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Fire Chief Jeremy Hunt stated that his budget is straightforward, primarily operational, including wages and training. A \$95,000 expense is included in the Major Equipment line for the remount of the ambulance, which will be covered by wildland fire revenue in this budget year. The ambulance box will be removed from the current truck and put on a new chassis. This will result in significant savings, as a new ambulance could cost approximately \$350,000. The Council gave Mr. Lewis permission to get the new chassis ordered immediately. The old truck will be sold as part of a future surplus sale. Chief Hunt is unsure of the downtime associated with the change.

Josh Wright, Public Works Director, reported that since Kevin Ogden’s retirement in March, another person was hired in April, which makes the department fully staffed. The Parks Department has been split into two divisions; maintenance and irrigation. There is a new full-time cemetery sexton. The water, sewer, and streets personnel will be cross-training to find out where employees are best suited. Upcoming projects will be adding a booster station on 400 North 300 East, which will help move water in the lower zones into the upper zones to help with water deficiency issues. There will be two main line upsizing projects, one on 300 South, upsize from 4-inch to 8-inch, and one on 200 West, upsize from 6-inch to 8-inch. The roof on the restroom at Mack Park and Forrester Acres will be replaced. Bridge widening will happen at 400 West Center and 800 West Center. They would like to purchase two trucks, a Ford F450 flatbed with plow and sander to replace the 2004 truck and a Ford F150 to replace the 2008 truck. He would like to trade in the 2016 mini excavator which has 1,300 hours because the trade-in value is high right now. There are some zero-turn lawnmowers that they would like to replace. One with 2,000 hours and one with 1,600 hours. The other request is to purchase two road boards which can be used for Health Days, road construction projects and more. The cost to rent them is \$100 per day on a discount and they are not always available to rent or get a discounted rate.

Councilmember Staker asked about priority. Mr. Wright stated that the waterline projects are the most important. Mr. Lewis pointed out that upsizing the lines will be paid for with water impact fees. Park impact fees were spent on the land purchase in the Crow Mountain Road area. Stormwater impact fees will be used for the pipe installation project on 1000 South Main going west.

Councilmember Orme asked about the booster station. Mr. Wright stated that the piping will start in the next few weeks and be completed in this fiscal year. The building and pump will be in next year’s budget.

Councilmember Campbell asked about the mini-excavator and expressed concern about trading it in during a tight budget. He also raised concerns about purchasing the road signs.

**Continued discussion and update on the Fiscal Year 2026 Budget.**

Mr. Lewis outlined the following:

- Paying for the new ambulance with wildland revenue, he thanked the firefighters willing to deploy as this is not a department mandate.
- One of the police department trucks will be paid off in June.
- Health Insurance will increase 4.75% and the provider is changing from Select Health to United Healthcare
- Election costs will be lower than anticipated
- RAPZ tax looks positive for all three proposed projects. If approved they will be added to the budget when the County approves it on May 27, 2025.
- Old equipment will be surplussed after new equipment arrives.
- Small increase in 911 Dispatch fee in July. The charge will go from \$3.00 per month to \$3.30 per month.
- IT support is projected to be down in most departments.
- COLA (Cost of Living Adjustment) and merit for wages were decreased.
- Property tax information will not be available until June 1, 2025 and this item will need to be adjusted in the new budget.
- The road message boards would be paid for with local road funds tax.

The water tank engineering plans are expected to be completed within the next couple of months, after which the project will be put out to bid. The 1000 South stormwater project is currently in progress.

The budget is in better shape than when discussions began in March and some items will be adjusted before the June council meeting.

Mr. Lewis expressed appreciation to the department heads for their good work. He also thanked the Council for their support as the budget is a very large undertaking over several months.

**Discussion and possible vote on receiving the Certification of Annexation from the City Recorder for the Annexation request by Alan Lower & Smithfield City for Parcel Numbers 08-045-0009, 08-045-0112 and 08-049-0005. The parcels are located at approximately 800 East Upper Canyon Road. The parcels are approximately 7.2 acres. The Public Hearing on the annexation request will be held on Wednesday, June 11, 2025 no sooner than 6:45 P.M.**

Ms. Lazcanotegui, City Recorder, said tonight marks the second step in a three-step statutory annexation process. The annexation petition has been reviewed by the County Council, which voted to support the resolution. This includes an acknowledgement that a small geographic peninsula will be created. This is an outcome recognized and accepted under Utah Code. Importantly, there have been no

protests filed. The absence of protests indicates that the community has not raised concerns about the annexation moving forward. Smithfield City has received a few public inquiries about the City's intentions for the real property it owns within the proposed annexation area. She clarified for the record that, at this time, the City has no plans for the property. This is a matter of administrative and jurisdictional preference, as it is consistent policy to bring City-owned lands within the City limits. Tonight's action is procedural to formally accept the Certification of Annexation petition. The public hearing will be set for Wednesday, June 11, 2025, where the petitioners, Mr. Lower and Smithfield City, will be present to answer questions about this matter. Tonight's vote will allow the City to fulfill the statutory obligations and move the process into its final phase.

Councilmember Stokes would like the strip, above the park, to become a trail that will eventually connect to the Bonneville Shoreline Trail.

**\*\*\*Motion made by Councilmember Campbell to approve the Certification of Annexation from the City Recorder for the Annexation request by Alan Lower & Smithfield City for Parcel Numbers 08-045-0009, 08-045-0112 and 08-049-0005. The parcels are located at approximately 800 East Upper Canyon Road. The parcels are approximately 7.2 acres. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

**Discussion and possible vote on amendments to the Employee Personnel Manual.**

Mr. Lewis explained that military leave will be changed to 80 working hours as opposed to the current verbiage of ten working days. There can be confusion on days where some shifts work 8-hours, 10-hours and even 24-hour shifts. This will clarify the intent that it is supposed to be up to 80 hours no matter what type of shift is worked.

The proposal also includes a new tiered schedule for PTO (Personal Time Off) which if approved would go into effect on July 1, 2025. This adds new tiers as well as lists it in hours and not days. As the city continues to look at making changes to employee benefits, one concern is that PTO has a tier that includes employees with five years of service getting the same number of hours as those with fifteen years of service. The request is to add a couple of additional tiers.

Current accrual:

0 years to 4 years	144 hours/18 days year
5 years to 15 years	176 hours/22 days year
16 years +	216 hours/27 days year

Proposed accrual:

	<u>Per Month</u>
0 - 4 Years	12 hours
5 - 10 Years	15 hours
11 - 12 Years	16 hours
13 - 15 Years	17 hours
16 - 19 Years	18 hours
20+ Years	20 hours

**\*\*\*Motion made by Councilmember Campbell to approve the Certification of Annexation from the City Recorder for the Annexation request by Alan Lower & Smithfield City for Parcel Numbers 08-045-0009, 08-045-0112 and 08-049-0005. The parcels are located at approximately 800 East Upper Canyon Road. The parcels are approximately 7.2 acres. Councilmember Stokes seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Hyer, Orme, Staker, Stokes**

**No Vote: None**

#### **City Manager Report**

Mr. Lewis provided a report on the following:

- ✓ Health Days went well thanks to significant planning well in advance of the week. Also, it would not be possible without all of the volunteers who donate countless hours to make it a success.
- ✓ Proposed cell tower agreement that will provide some revenue, legal is reviewing, the tower would be located on City property.
- ✓ Sewer Master Plan completed by Sunrise Engineering. Zions Public Finance is working on the new impact fee study. This will be brought to the Council in September with an effective date of January 1st. This will only affect new development.
- ✓ RAPZ tax - cautiously optimistic all three projects will be approved in some capacity.
- ✓ Smithfield has been approached by Hyde Park, who is working on Wolf Pack Way, which will eventually tie into Smithfield on 100 East or 250 East. Hyde Park, Smithfield and Cache County applied for grant funding to do a long-term study. A new road is not being constructed in the city. The grant will be for a study and engineering.
- ✓ The City also has applied for grant funding to study 1000 East road expansion and connection.

#### **Council Member & Mayor Reports**

Todd Orme

- ✓ Douglass Mercantile Store renovation is ongoing.
- ✓ The Tree Committee had a successful Arbor Day poster contest during Health Days, and they planted a tree at Forrester Acres during the Health Days

celebration.

#### Ted Stokes

- ✓ Bonneville Shoreline Trail grant still pending. He met with Dirk Anderson, Assistant Deputy Cache County Executive, nothing will happen that will affect Smithfield City
- ✓ Chamber of Commerce has their next meeting in September. Funds raised from the pancake breakfast and golf tournament will be distributed to the three local elementary schools. The Chamber is incredibly generous, and he encouraged supporting local businesses.

#### Wade Campbell

- ✓ Attended many activities during Health Days. The City was represented well by all departments.
- ✓ Cache Mosquito Abatement District – up and working during the busy season.
- ✓ Library –Board/Staff are happy with improvements.

#### Sue Hyer

- ✓ She and Councilmember Staker attended a “Value of Vision” planning event in April. One solution for affordable housing could be smaller building lot sizes. Councilmember Stokes thinks there are certain areas in the City where these types of circumstances could be considered such as areas for tiny homes. Councilmember Hyer said “character” should be considered with density.

#### Jenn Staker

- ✓ Health Day Ambassadors were busy during Health Days activities.
- ✓ The Arts Council summer concert series is scheduled for this summer.

#### Mayor Monson

- ✓ Health Days were great, she thanked the staff and Council and appreciates all the support.
- ✓ REAL Day begins Sunday, June 1st which is asking people to not use social media on the first day of each month. Will create a challenge campaign.
- ✓ Nilson Homes Subdivision is building homes in the Ogden area and they have varying lot sizes with single-family homes. She will talk with the developer who is doing them in Ogden. Tiny home villages, such as 10 homes per acre, could provide an option for a segment of the population.

\*\*\* The meeting adjourned at 8:45 p.m. \*\*\*

### **SMITHFIELD CITY CORPORATION**

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Kristi Monson, Mayor

#### **ATTEST:**

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Dana Lazcanotegui, City Recorder



**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, May 14, 2025. The meeting will begin at 6:30 PM.

Welcome/Pledge of Allegiance and thought/prayer by Jenn Stalker

1. Approval of the City Council meeting minutes from April 9, 2025
2. Resident Input
3. Youth Council Report
4. Discussion and possible vote on Ordinance 2025-12, an Ordinance amending the Smithfield City Construction & Design Standards, Part I "Design Standards, Chapter 5.0 "Culinary Water System Design", Section 5.1 "General".
5. Discussion and possible vote on Ordinance 2025-11, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.92 "Accessory Dwelling Unit", Section 17.92.020 "Conditions", and Title 16 "Subdivision Regulations", Chapter 15.04 "General Provisions", Section 16.04.050 "General Responsibilities".
6. Public Hearing for the purpose of discussing Ordinance 2025-08, an Ordinance amending the Smithfield City Municipal Code Title 12 "Streets, Sidewalks and Public Places", Chapter 12.24 "City Trees" removing in their entirety Sections 12.24.010 "Definitions", 12.24.020 "Creation and Establishment of a City Tree Committee", 12.24.030 "Term of Office", 12.24.040 "Duties and Responsibilities of Board", 12.24.050 "Plantings", 12.24.060 "City Tree Warden", 12.24.070 "Distances from Street Corners and Fire Hydrants", 12.24.080 "Public Tree Care", 12.24.090 "Pruning, Street and Sidewalk Maintenance", 12.24.100 "Dead or Diseased Tree Removal on Private Property", 12.24.110 "Tree Removal on Public Property", 12.24.120 "Interference with Shade Tree and Beautification Commission", 12.24.130 "Arborist's License and Bond", 12.24.140 "Review by City Council", 12.24.150 "Violation; Penalty" and adding in their entirety Sections 12.24.010 "Creation and Establishment of a City Tree Committee", 12.24.020 "Purpose", 12.24.030 "Term of Office", 12.24.040 "Duties and Responsibilities of the Committee", 12.24.050 "Definitions", 12.24.060 "Landscaping", 12.24.070 "Blue Stakes of Utah 811 Notification", 12.24.080 "Park Tree Care and Maintenance", 12.24.090 "Street Tree Care and Maintenance", 12.24.100 "Dead or Diseased Tree Removal on Private Property", 12.24.110 "Interference with Tree Care", 12.24.120 "Review by City Council", 12.24.130 "Violation; Penalty" and 12.24.140 "Appeals".
7. Discussion and possible vote on Ordinance 2025-08.

8. Continued discussion and possible vote on Ordinance 2025-06, an Ordinance providing for the imposition of owner occupancy covenants as part of the rezoning process by adding in its entirety in Title 17 "Zoning Regulations", Chapter 17.130 "Restrictions For Owner Occupancy", Sections 17.130.010 "Purpose", 17.130.020 "Definitions", 17.130.030 "Authority To Require Owner Occupancy Covenants", 17.130.040 "Owner Occupancy Covenants", and 17.130.050 "Penalties".
9. Discussion and possible vote on Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.12 "Supplementary And Qualifying Regulations", adding Section 17.12.235 "Keeping Pigs", amending Chapter 17.04 "General Provisions", Section 17.04.070 "Definitions", Chapter 17.14 "Animal Rights Regulations For R-1 Zones", Sections 17.14.030 "Number Of Animals Permitted", 17.14.080 "Prohibited Animals", and Chapter 17.48 "Agricultural Zone", Section 17.48.050 "Farm Animals".
10. Discussion with the department heads of the Fire Department and Public Works Department on the Fiscal Year 2026 Budget.
11. Continued discussion and update on the Fiscal Year 2026 Budget.
12. Discussion and possible vote on receiving the Certification of Annexation from the City Recorder for the Annexation request by Alan Lower & Smithfield City for Parcel Numbers 08-045-0009, 08-045-0112 and 08-049-0005. The parcels are located at approximately 800 East Upper Canyon Road. The parcels are approximately 7.2 acres. The Public Hearing on annexation request will be held on Wednesday, June 11, 2025 no sooner than 6:45 P.M.
13. Discussion and possible vote on amendments to the Employee Personnel Manual.
14. City Manager Report
15. 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 unique accommodation for this meeting should contact the City Recorder at (435) 792-7997 at least three (3) days before the date of the meeting.