



SMITHFIELD CITY PLANNING COMMISSION MINUTES July 16, 2025

The Planning Commission of Smithfield City met in the City Council Chambers at 96 South Main, Smithfield, Utah, at 6:30 p.m. on Wednesday, July 16, 2025

Welcome/Pledge of Allegiance & thought/prayer by Jim Marshall & Chris Olsen

Members Present: Jamie Anderson, Lane Henderson, Bob Holbrook, Jim Marshall, Chris Olsen, Sarah Price, Brad Thatcher

Alternate Members Present: Dustin Smith

Members Excused: Klydi Heywood

City Staff: Brian Boudrero, McKenzie Nelson

Others in Attendance: Michelle Anderson, Megan Deere, Cory & Aubrey Keate, Matthew Knoppel, Caralee Stokes

6:30 p.m. Meeting called to order by Chairman Anderson

Approval of the Planning Commission Meeting Minutes from May 21, 2025

Following review by the Commission, Chairman Anderson declared the minutes from the May 21, 2025, meeting to be amended to reflect two corrections: a comment originally attributed to Commissioner Heywood should have been attributed to Commissioner Price, and the footnote numbering was corrected.

Public Comment for items not on the agenda or not requiring a public hearing during the meeting

Megan Deere is a resident and lives in the Crow Mountain area. She understands the City owns an 11-acre parcel that is slated to become a park. She would like to express support for that idea and asked if there was anything the community could do to help. She has some ideas for a playground area and bike track. Mayor Monson was in attendance and Chairman Anderson said Ms. Deere could speak to her.

AGENDA ITEMS

Discussion and possible vote on the Seeds To Cedars Academy conditional use permit request to operate a homeschool education center at 947 East 80 North. The request was submitted by Cory Keate.

Cory and Aubrey Keate submitted a request for a conditional use permit to operate an educational academy intended to provide supplemental education and tutoring assistance for homeschooled children. The program is proposed to run from 10:00 a.m.

to 3:00 p.m., Tuesday through Thursday, beginning September 2, 2025, and ending May 25, 2026.

The applicants stated that 12 families are interested in participating, with a total of 28 children between the ages of 6 and 14. Drop-off and pick-up would involve approximately eleven vehicles, with three of those remaining on-site to assist with mentoring. It was noted that the proposed operating hours would not conflict with public school transportation schedules. Additionally, 12 of the 28 participating children are the children of the mentors who will be present on-site.

Commissioner Price asked if the application would have to be renewed annually. Mr. Boudrero said the conditional use permit will be tied to the residence, so unless something with the permit changes, it will remain in effect.

Mr. Boudrero said he will need to review the application because the City's Code has a limit of 16 children. The number of children was not included on the application. The request has been cleared by the State.

Mr. Boudrero explained for Commissioner Olsen said this request for a homeschool supplemental program is not considered a home occupation disruptive, but would be classified under the home childcare/preschool category. It is an allowed use, but conditions can be applied as necessary. This permit is providing a location/name for the allowed use. After talking to the State, one of the reasons for the exemption is that it is not a home childcare or home preschool – for all intents and purposes this is considered a home school subsection. Even though the State has granted the exemption, the City Code will ensure specific regulations are followed.

Commissioner Holbrook likes the idea of homeschooled children having the ability to get together and socialize.

Commissioner Olsen asked if there will be any fees. Ms. Keate explained that homeschool co-ops require equal participation. The goal is to help take some of the weight off of, and provide support for, homeschooled families.

Commissioner Marshall suggested allowing the times to be 8:00 a.m. to 5:00 p.m. to provide for some leeway in the event of something unexpected. Commissioner Olsen agreed with the recommendation for more latitude for the hours of operation.

Commissioner Marshall does not think the number of allowed participants exceed the other provision of the Code.

MOTION: Motion by Commissioner Marshall to approve the Seeds To Cedars Academy conditional use permit request to operate a homeschool education center at 947 East 80 North, with the hours of operation to be amended to 8:00 a.m. - 5:00 p.m. Tuesday-Thursday and that the number of students not exceed other provisions within the Code. Commissioner Holbrook seconded the motion. The motion was approved by a vote of 7-0.

Vote:

Yes: Anderson, Henderson, Holbrook, Marshall, Olsen, Price, Thatcher

No: None

Discussion and possible vote on the conditional use permit request by Matthew Knoppel to have a detached garage at 170 South 350 East.

The request is for a detached garage and shop. The garage will be used for personal vehicles, and the shop will serve as storage for construction tools and materials. According to Mr. Knoppel, the structure will be approximately 700 square feet. Due to the lot configuration, the required 10-foot setback behind the front of the home cannot be met, rendering the proposal non-conforming.

Commissioner Marshall asked whether the existing home is considered non-conforming. Mr. Boudrero confirmed that it is. This is a case involving an older home that was approved under the setbacks, zoning, and regulations in effect at the time of construction. The Planning Commission has the authority to determine whether the current request is compatible and can be approved under the existing circumstances.

In response to Commissioner Marshall's question, Mr. Knoppel confirmed that he owns a construction company. Commissioner Marshall expressed concern that some of the materials may be visible from the property and noted he is inclined to request a fence—from the northwest corner of the new shop to the north property line—to help screen the area. Mr. Knoppel stated that he is willing to install a fence if required.

Commissioner Thatcher inquired about access to the structure. Mr. Knoppel responded that the entire frontage has a rolling curb.

Mr. Boudrero clarified that the primary use of the structure should be as a personal garage. While business-related items may be stored, a structure used for business purposes is limited to 500 square feet. Commissioner Marshall noted that the fence suggestion may be inappropriate if it is a personal garage. Commissioner Olsen said a fence might make it more difficult.

Commissioner Olsen said there are other lots with detached garages, so this proposal fits in with the surrounding area.

Commissioner Price disclosed that she is a neighbor of Mr. Knoppel. She stated that she has no objection to the proposal and does not believe a fence should be required.

MOTION: Motion by Commissioner Thatcher for approval of the conditional use permit request by Matthew Knoppel to have a detached garage at 170 South 350 East. Commissioner Olsen seconded the motion. The motion was approved 7-0.

Vote:

Yes: Anderson, Henderson, Holbrook, Marshall, Olsen, Price, Thatcher

No: None

Initial presentation of the General Plan Update

The project report provided prior to the meeting for Commissioner's to review covers work conducted from February 2024 through July 10, 2025.

Commissioner Olsen stated that he had different expectations at the outset of the process, anticipating that the steering committee would meet more frequently. He noted that the previous meeting provided an opportunity to give J-U-B Engineers additional input for potential changes, and emphasized that there are still revisions needed. He emailed some notes earlier in the day and reviewed the table of contents to compare changes. Commissioner Olsen expressed concern that elements from the previous plan such as goals, objectives, and action items may be missing in the current draft. He also voiced reservations about the population projections, indicating he views the data as a low estimate and holds a different perspective.

Chairman Anderson explained that the General Plan was last updated in 2017. Currently, the update is a draft. He thanked Commissioners Marshall and Olsen on their service on the steering committee.

Commissioner Marshall stated that he had expected a representative from J-U-B Engineering to be present at this initial presentation of the General Plan to provide information and receive feedback. Mr. Boudrero explained that representatives from J-U-B Engineers will be in attendance at next month's meeting, during which the public will also have an opportunity to provide comments.

Commissioner Marshall expressed appreciation for the opportunity to participate in the process and provide input. He acknowledged that the consultant has made a sincere effort to incorporate the feedback received thus far. He noted that his previous input on the last version of the General Plan may have been too general to implement effectively, so he has since prepared specific language for consideration. Mr. Boudrero confirmed that the updated information Commissioner Marshall provided in an email earlier that afternoon has been forwarded to representatives from J-U-B Engineers.

Commissioner Marshall emphasized the importance of ongoing discussion with the Planning Commission throughout the General Plan process. He expressed concern regarding the population estimates included in the draft Plan. He referenced a paragraph in the Plan that describes a buildout analysis based on the Future Land Use Map, anticipated annexation boundaries, and projected population densities used to estimate future population. However, Commissioner Marshall noted that in his email exchange with the consultant earlier in the day, that a formal buildout analysis has not yet been completed. He previously estimated a buildout population of approximately 30,000 residents. The current population projections presented in Tables 1 and 2 are based on data from the Kem C. Gardner Policy Institute and the Utah Department of Transportation (UDOT). These projections indicate that Smithfield City will continue to grow, although at a slower rate. He noted that while the City has experienced a 5% growth rate in recent years and has added several thousand residents since 2017, the projections in the Plan assume that growth will decline to approximately 2% annually.

through 2035–2040, after which it is expected to plateau and eventually decline, resulting in a negative growth rate. Commissioner Marshall stated that such projections could have significant fiscal implications for the City. He recommended that, if these projections are accurate, the City should treat them seriously and incorporate language in the Plan to address the long-term implications. He also requested clarification regarding the underlying assumptions that led to the expectation of population leveling off and subsequent decline.

Chairman Anderson reiterated that the draft General Plan was emailed to all residents who are subscribed to City email notifications. He encouraged residents who are not subscribed to contact City staff for more information about the Plan and to receive assistance in subscribing to future updates. He noted that the draft Plan includes proposed locations for future parks and emphasized that this stage of the process is intended to encourage public participation. Chairman Anderson expressed his desire for all citizens to be actively involved. He described the Plan as very comprehensive and asked that any questions or concerns from Commission members be emailed to City staff for compilation prior to the next meeting.

Chairman Anderson also expressed agreement with the concerns raised regarding population projections. He observed that current and possibly future generations are generally having fewer children. Additionally, he noted that the City may need to consider options for “building up as well as out” in the future to accommodate growth.

Mr. Boudrero reminded the Commission that the General Plan is a living document and can be updated or modified as needed over time. He clarified that this should not be viewed as a completely new plan, but rather an update to the existing General Plan. He also noted that the moderate income housing section will remain unchanged, as that portion of the Plan, along with the associated goals, now referred to as “strategies”, is guided by state mandates.

When reviewing the Plan, Chairman Anderson asked members to review the Future Land Use Map, the Transportation Master Plan and other specialized documents/plans pertinent to this update.

Commissioner Marshall asked for links to be provided links from the studies referenced by Kem. C. Gardner Policy Institute and UDOT related to Table 2 references. Mr. Boudrero will get and distribute that information.

Commissioner Olsen thinks giving everyone more time to review.

Chairman Anderson observed that the draft Plan contains a substantial number of goals and requested clarification on who would be responsible for their implementation and ongoing progress. He also questioned whether the City agrees with the goals as currently proposed.

Commissioner Olsen added that some of the newly proposed goals do not include timelines and stated that further refinement is needed to ensure clarity and accountability.

Chairman Anderson asked that questions/feedback/suggestions be provided to City staff no later than Wednesday, August 13th to provide time for compilation and to provide information to the Consultant to address.

Adjourn at 7:16 p.m.

MEETING ADJOURNED at 7:16 p.m.

Jamie Anderson, Chairman



SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

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Welcome/Pledge of Allegiance & thought/prayer by Klydi Heywood

1. Approval of the Planning Commission meeting minutes from May 21, 2025.
2. Public comment on items not on the agenda or not requiring a public hearing during the meeting.
3. Discussion and possible vote on the Seeds to Cedars Academy conditional use permit request to operate a homeschool education center at 947 East 80 North. The request was submitted by Cory Keate.
4. Discussion and possible vote on the conditional use permit request by Matthew Knoppel to have a detached garage at 170 South 350 East.
5. Initial presentation of the General Plan update

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.