



## SMITHFIELD CITY PLANNING COMMISSION MINUTES November 19, 2025

Public Notice is given that the Smithfield City Planning Commission will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah on Wednesday, November 19, 2025. The meeting will begin at 6:30 P.M.

Welcome/Pledge of Allegiance and thought/prayer by Sarah Price

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

**Members Excused:** Klydi Heywood, Brad Thatcher

**Alternates Present:** John Meier

**City Staff:** Brian Boudrero, McKenzie Nelson, Fire Chief Jeremy Hunt, City Manager Justin Lewis

**Others in Attendance:** Jesse Vega, Michelle Anderson, Jeff Barnes, Jay D. Downs, Caralee Stokes, Debbie Zilles

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

**Approval of the Planning Commission Meeting Minutes from September 24, 2025**

Chairman Anderson declared the minutes from the September 24, 2025, meeting to stand with Commissioner Olsen's amendment on the top of Page 9: ~~Commissioner Olsen said that is what he has been asking for to~~ "Commissioner Olsen said that he has been asking for notes on each of the suggestions."

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

There were no comments or questions.

**AGENDA ITEMS**

**Discussion and possible vote on the request by Jesse Vega for approval of the Preliminary Plat for the Gregory Stables Phase 3 Subdivision, an (8) lot/unit subdivision located at approximately 370 North 250 West.**

Mr. Vega advised that they missed the 18-month completion deadline for the former approval, so they now have to restart the process to complete Phase 3 of the development. Phases 1 and 2 have been completed. Phase 3, located at 400 North 200 West, will be Lots 7-11, 17-18, and the open space.

**\*\*\*Motion by Commissioner Holbrook to approve the request by Jesse Vega for approval of the Preliminary Plat for the Gregory Stables Phase 3 Subdivision, an (8) lot/unit subdivision located at approximately 370 North**

**250 West. Commissioner Price seconded the motion. The motion was approved by a vote of 6-0.\*\*\***

**Vote:**

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

**No: None**

**Introduction and Public Hearing for the purpose of discussing Ordinance 2025-24, an Ordinance rezoning Cache County Parcel Number 08-080-0008 from R-1- 10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West. The request was submitted by Jesse Vega.**

Chairman Andersen noted that this is the second part of the process for Mr. Vega's request.

Commissioner Olsen received a couple of emails from people who were confused by the request.

**6:38 p.m. Public Hearing Opened**

There were not any comments or questions.

**6:39 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-24.**

**\*\*\*Motion by Commissioner Marshall to forward a recommendation to the City Council for approval of Ordinance 2025- 24, an Ordinance rezoning Cache County Parcel Number 08-080-0008 from R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West. The request was submitted by Jesse Vega. Commissioner Henderson seconded the motion. The motion to deny was approved by a vote of 6-0.\*\*\***

**Vote:**

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

**No: None**

**Discussion and possible vote on the Conditional-Use Permit request by Ryan Stone to operate a bed and breakfast facility on Cache County Parcel Number 08-085-0009 located at 14 North 400 West. The parcel is approximately 0.18 acres. Zoned GC (General Commercial).**

Ryan Stone is requesting a conditional-use permit for a bed-and-breakfast at 14 North

400 West. The "Use Matrix" allows for this use as a conditional-use. The hours of operation will be 24/7 Monday-Sunday beginning January 1, 2026. He wants it to look more like a commercial space to attract customers.

Commissioner Olsen asked about parking. Mr. Stone explained that he will have 6-8 available spaces on the side of the property, and a couple in the back, near where the gazebo and grill will be located. He is changing the address to have the frontage off of Center Street, which will give him the 30-foot front/back setbacks and 5-foot side setbacks. There will be six rooms to rent with two beds and possibly a Murphy bed per room. Each room will have its own bath and kitchen. He believes this is a naturally good location because it is near the ballpark, and when the LDS Temple opens, there will likely be more demand for overnight accommodations. Mr. Stone will not be living on-site, but he does reside two blocks away.

Mr. Boudrero confirmed for Commissioner Marshall that all regulations, including parking, will be checked by staff when the applicant applies for a zoning clearance.

Commissioner Olsen said this is a good use in this area.

**\*\*\*Motion by Commissioner Price to approve the Conditional-Use Permit request by Ryan Stone to operate a bed and breakfast facility on Cache County Parcel Number 08-085-0009 located at 14 North 400 West. The parcel is approximately 0.18 acres. Zoned GC (General Commercial). Commissioner Olsen seconded the motion. The motion was approved 6-0.\*\*\***

**Vote:**

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

**No: None**

**Introduction and Public Hearing for the purpose of discussing Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 "Subdivision Regulations", Chapter 16.04 "General Provisions", Section 16.04.060 "Compliance Required".**

The fire access requirements are found in two locations in the code: the subdivision section of the city code (§16.04.06) and the Construction Design Standards (§CDS 2.1). Each code reads different requirements, and they must align to eliminate confusion.

The Subdivision Code currently reads that a subdivision must have two (2) vehicular access points for 100 multi-family units and 30 single-family units.

The Construction Design Standards currently state that any subdivision serving 10 dwelling units must have two (2) vehicular access points.

The proposal is that the code in both locations conform to one single requirement, reading "a subdivision must have (2) two vehicular access points to an existing city road for fifty (50) multi-family dwelling units and fifteen (15) single-family or two-family *units*".

The proposal removes ~~fire apparatus access~~ and changes it to "*dedicated city roads*".

## 6:50 p.m. Public Hearing Opened

There were not any comments or questions.

## 6:51 p.m. Public Hearing Closed

### Discussion and possible vote on Ordinance 2025-23.

Commissioner Holbrook said this seems to be a great compromise.

Commissioner Olsen suggested the following change:

#### **16.04.060 COMPLIANCE REQUIRED**

~~G. Multiple-family residential projects having more than one hundred (100) dwelling units shall be equipped throughout with two (2) separate and approved fire apparatus access roads. Developments of one (1) or two (2) family dwellings where the number of dwelling units exceeds thirty (30) shall be provided with two (2) separate and approved fire apparatus access roads. All developments shall follow the guidelines of Appendix "D" Fire Apparatus Access roads of the current state adopted version of the International Fire Code unless superseded by rules in the Smithfield City Construction & Design Standards, Chapter 2.~~

Commissioner Olsen said in 2019 it was introduced that the City would be following the guideline of the International Fire Code (IFC) Appendix D. In 2023 it was changed to the current verbiage, but it leaves out a lot of information that is contained within IFC Appendix D. The proposed change, although providing the information, is leaving out other options that can be found in the IFC. His suggestion will accomplish the same result as the staff's recommendation; however, it keeps the standard of supporting the IFC, which could serve as a backup for this process.

Mr. Boudrero explained that, during staff discussions, it was determined that the information would be better placed in the Municipal Code because that is where most people look for rules and regulations. The state code allows a municipality to have fewer units per access, and placing this provision in the Municipal Code will make it easier and less confusing for the public to find and understand.

Fire Chief Jeremy Hunt said both suggestions meet the intent of the Code. He does not use the ordinances the way a developer or contractor would and is not sure what would be easiest for the individuals to access this information.

Commissioner Henderson supports eliminating redundancy.

Chairman Anderson said if he were a developer, he would not want to go searching in the IFC; he would rather have the information in the Municipal Code. There has been a desire to make the Code more user-friendly.

**\*\*\*Motion by Commissioner Marshall to forward a recommendation to the City Council for approval of Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 "Subdivision Regulations", Chapter 16.04 "General Provisions", Section 16.04.060 "Compliance Required".**

Commissioner Price seconded the motion. The motion was approved 5-1\*\*\*

**Vote:**

**Yes:** Anderson, Henderson, Holbrook, Marshall, Price

**No:** Olsen

**Introduction and Public Hearing for the purpose of discussing Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part 1 “Design Standards, Chapter 2.0 “Street Design”, Section 2.1 “General”.**

The proposed change is 2.1 General Section

~~F “Access to developments: Multiple-family residential projects having more than fifty (50) dwelling units shall be equipped throughout with two (2) approved and dedicated city roads. Developments of one (1) or two (2) family dwellings where the number of dwelling units exceed fifteen (15) shall be provided with two (2) approved and dedicated city roads”.~~  
to Access to developments: See SMC 16.04.060 “Compliance Required”.

**7:01 p.m. Public Hearing Opened**

There were not any comments or questions.

**7:02 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-22.**

**\*\*\*Motion by Commissioner Marshall to forward a recommendation to the City Council for approval of Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part 1 “Design Standards, Chapter 2.0 “Street Design”, Section 2.1 “General”. Commissioner Henderson seconded the motion. The motion was approved 6-0.\*\*\***

**Vote:**

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

**No:** None

**Introduction and Public Hearing for the purpose of discussing Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations”, adding Chapter 5.34 “Firearms & Ammunition” and Section 5.34.010 “Business License”, and amending Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance Matrix”.**

There is a need to clarify both allowable and prohibited city licenses regarding the sale and production of firearms and ammunition, especially in residential areas. This ordinance proposes tying a city firearm license directly to an allowed federal firearms license.

Any individual seeking to sell, manufacture, or distribute firearms must apply for an FFL (Federal Firearms License). As part of the federal application process, an ATF (Bureau of

Alcohol, Tobacco, Firearms and Explosives) officer will call and confirm that the requested license is allowed in city zoning. The application process for city and federal licensing runs simultaneously.

A typical federal firearm license must be renewed every three years, and it is proposed that a conditional-use permit for any city firearm license must be renewed in the same time frame.

In addition to adding information to §17.120 Use Matrix Table, detailed information will be added to §5.34 Business Licenses for specific license requirements.

Mr. Boudrero said the Use Matrix Code has not allowed firearm sales from homes, and there is an uptick in individuals wanting this ability. For example, there is a current citizen who helps widows sell their former husband's firearms as well as estate sales. Mr. Boudrero did quite a bit of research into this topic and has worked with a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) agent to help draft and vet this proposal. Other cities control this issue by tying it to a business license.

He reviewed the proposed language

## **5.34 FIREARMS & AMMUNITION**

### **5.34.010 BUSINESS LICENSE**

Any individual requesting a business license for the purchase, sale, or manufacturing of firearms and ammunition must comply with all city, state, and federal laws.

A. Any business license associated with the sales or manufacturing of firearms and ammunition must be directly bound to a specific Federal Firearms License (FFL), issued and inspected by the ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives). The FFL license will be submitted and recorded on the city business license.

1. Commercial firearm business licenses are not allowed in any residential zone. A commercial firearm license is only allowed with a conditional-use permit, which will be renewed every three (3) years and must be tied to one of the following federal firearm license types:

- a. Type (1) – Sales and repair of standard firearms
- b. Type (2) – Firearm sales for pawnbrokers
- c. Type (6) – Commercial ammunition manufacturing
- d. Type (7) – Manufacture of firearms and ammunition

2. Home Occupation firearm business licenses are allowed in residential zones.

Home Occupation Firearms Licenses are required to have a conditional-use permit, which will be renewed every three (3) years and must be tied to one of the following federal firearm license types:

- a. Type (1) – Sales and repair of standard firearms
- b. Type (3) – Curio and relic firearm collector
- c. Type (7) – Manufacture of firearms and ammunition

i: Allowed Use includes:

1. Light manufacturing
2. CNC – Customizations of specific parts and pieces to adapt to other styles

3. Laser engraving
4. 3D printing of metal or plastic parts.

### **17.120 USE ALLOWANCE MATRIX**

Add: Home Occupation Firearm Sales – Administrative Conditional (AC) in RA, R-1, RM and MPC Zoning Districts.

Mr. Boudrero sent a list of Federal Firearm License (FFL) types and fees, along with the packet information, prior to the meeting.

### **7:13 p.m. Public Hearing Opened**

There were not any comments or questions.

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

#### **Discussion and possible vote on Ordinance 2025-21.**

Commissioner Marshall stated that he is generally in favor of the ordinance. He asked whether a home occupation would require an FFL, noting that the current wording suggests so. Mr. Boudrero explained that the business license must go through the FFL process and receive approval. The ATF monitors these businesses, including the quantity of gunpowder and other explosive materials. The ATF conducts annual inspections and may also perform random inspections at any time. If any issues are identified, the license can be revoked.

Chairman Anderson asked whether there are any restrictions on convicted felons having an FFL. Mr. Boudrero said they are not allowed to have firearms.

Mr. Boudrero clarified for Commissioner Olsen that the ATF does not distinguish between commercial and home-occupation licenses. The ATF will work with Smithfield City, and the type of license will be identified on the application. Commissioner Olsen asked whether there is a specific sequence of steps in the process. Mr. Boudrero explained that the steps run concurrently, similar to the alcohol licensing process. A temporary business license may be issued, and once the FFL is approved and forwarded to the City, a final business license can be granted. He added that he is available to answer any questions residents may have.

Commissioner Olsen asked whether the process should be more clearly defined in the ordinance. Mr. Boudrero responded that the ATF reviewed and vetted the wording and advised that the additional procedural detail did not need to be included. The proposal was sent to the ATF for review before being presented to the Commission, to ensure that the information did not contradict any Second Amendment rights.

Commissioner Olsen asked what would happen if someone applied for a license but lived in a prohibited area, such as an HOA (Homeowner's Association). Mr. Boudrero explained that it would be the HOA's responsibility to enforce its own restrictions. He added that part of the reason for creating this ordinance is to address and regulate situations that are already occurring.

Commissioner Olsen asked why the AG zone was not included in the Administrative Conditional list of zones. Mr. Boudrero said there are generally no requests in these zones; however, the zone can be added if the Commission desires.

**\*\*\*Motion by Commissioner Marshall to forward a recommendation to the City Council for approval of Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations”, adding Chapter 5.34 “Firearms & Ammunition” and Section 5.34.010 “Business License”, and amending Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance Matrix” with the addition of the Agricultural (AG) zone to be added to the list of zones in the Administrative Conditional section. Commissioner Olsen seconded the motion. The motion was approved 6-0.\*\*\***

**Vote:**

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

**No: None**

Chairman Anderson noted that next month will be Commissioner Holbrook’s last meeting as his term is ending. He also made a comment that he thinks the Council should allow for planning commission members to serve more than one term because there is so much to learn and know.

Commissioner Olsen congratulated new Commission member John Meier.

**MEETING ADJOURNED** at 8:10 p.m.

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Jamie Anderson, Chairman





**SMITHFIELD CITY  
CORPORATION  
96 South Main  
Smithfield, UT 84335**

**AGENDA**

Public Notice is given that the Smithfield City Planning Commission will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah on **Wednesday, November 19, 2025**. The meeting will begin at 6:30 P.M.

Welcome/Pledge of Allegiance & thought/prayer by Sarah Price

1. Approval of the Planning Commission meeting minutes from Oct. 22, 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 request by Jesse Vega for approval of the Preliminary Plat for the Gregory Stables Phase 3 Subdivision, an (8) lot/unit subdivision located at approximately 370 North 250 West.
4. Introduction and Public Hearing for the purpose of discussing Ordinance 2025-24, an Ordinance rezoning Cache County Parcel Number 08-080-0008 from R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West.
5. Discussion and possible vote on Ordinance 2025-24.
6. Discussion and possible vote on the Conditional-Use Permit request by Ryan Stone to operate a bed and breakfast facility on Cache County Parcel Number 08-085-0009 located at 14 North 400 West. The parcel is approximately 0.18 acres. Zoned GC (General Commercial).
7. Introduction and Public Hearing for the purpose of discussing Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 "Subdivision Regulations", Chapter 16.04 "General Provisions", Section 16.04.060 "Compliance Required".
8. Discussion and possible vote on Ordinance 2025-23.
9. Introduction and Public Hearing for the purpose of discussing Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part I "Design Standards", Chapter 2.0 "Street Design", Section 2.1 "General".
10. Discussion and possible vote on Ordinance 2025-22.

11. Introduction and Public Hearing for the purpose of discussing Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations”, adding Chapter 5.34 “Firearms & Ammunition” and Section 5.34.010 “Business License”, and amending Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use

12. Discussion and possible vote on Ordinance 2025-21

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 accommodations for this meeting should contact the City Recorder at (435) 792-7997 at least three (3) days before the date of the meeting.