



SMITHFIELD CITY PLANNING COMMISSION MINUTES July 15, 2026

The Planning Commission of Smithfield City met in the City Council Chambers at 96 South Main, Smithfield, Utah, at 6:00 p.m. on Wednesday, July 15, 2026

Members Present: Mike Beckstead, Lane Henderson, Klydi Heywood, Jim Marshall, John Meier, Sarah Price, Brad Thatcher

City Staff: Brian Boudrero, McKenzie Nelson

Others in Attendance: Ruth Greene, Caralee Stokes, John Engler, Debbie Zilles

6:00 p.m. Meeting called to order by Chairman Jim Marshall

Approval of the Planning Commission Meeting Minutes from May 20, 2026

After review, Chairman Marshall declared the minutes from the May 20, 2026 meeting to stand as submitted; unanimously approved.

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

No public comments were received.

Introduction and Public Hearing for the purpose of discussing 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 staff have been receiving questions about the potential for a taxidermy business within the city limits. Because this has not been considered before, staff want to ensure the city is prepared for an eventual application. The proposal is to add “taxidermy” to the Use Matrix Table as a conditional use in the manufacturing, agricultural, and general commercial zones.

The Utah DWR (Division of Wildlife Resources) and the Utah State Code have specific rules and limitations that currently govern taxidermy businesses in the state. They require a state license, mandatory animal tag review, and recordkeeping, all of which are inspected by the DWR. See Utah Code Annotated code references: UCA §23-A-5-204 and UAC R657-5-43.

Taxidermy would be permitted with a Conditional Use Permit (CUP) in the CG, M-1, and A zones as proposed.

6:11 p.m. Public Hearing Opened

There were not any comments or questions.

6:12 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2026-10.

Mrs. Heywood asked whether there are small shops in people's homes that have been grandfathered. Mr. Boudrero said they are technically not 'grandfathered'; they do not have a business license and do no more than one or two a year for family or friends. It is considered a hobby shop.

Chairman suggested adding a definition for a Taxidermy Shop/Studio to Section 17.04.070 (Definitions).

Mr. Boudrero will prepare a definition for the Planning Commission to review next month for approval.

Commissioner Beckstead asked why taxidermy needs to be spelled out rather than other small hobbies. Mr. Boudrero said this is because the project may require mitigations that others might not, such as noise, odors, chemical fumes, and airborne dust.

*****Motion by Commissioner Beckstead to recommend approval to the City Council for 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". Commissioner Meier seconded the motion. The motion was approved by a vote of 6-0.*****

Vote:

Yes: Beckstead, Henderson, Heywood, Marshall, Meier, Price

No: None

Introduction and Public Hearing for the purpose of discussing 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 explained that the street design section of the Construction and Design Standards requires review and approval by the STRC (Subdivision Technical Review Committee). Because this committee no longer exists and an Administrative Land Use Authority is used, the term STRC needs to be removed from the code. In addition, the words "and Zoning" are being deleted from the Planning and Zoning Commission.

6:14 p.m. Public Hearing Opened

There were not any comments or questions.

6:15 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2026-09.

Chairman Marshall asked whether, if the STRC no longer exists, an alternate body of authority should be established in its place. Mr. Boudrero said that a change has been made to the Municipal Code, but they do not think it needs to be removed from this Design Standard.

*****Motion by Commissioner Heywood to recommend approval to the City Council for 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”. Commissioner Henderson seconded the motion. The motion was approved by a vote of 6-0.*****

Vote:

Yes: Beckstead, Henderson, Heywood, Marshall, Meier, Price

No: None

Introduction and Public Hearing for the purpose of discussing 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”.

The current Municipal Code utilizes a mix of criminal and civil statutes to enforce the zoning ordinances set by the city. Most infractions received and reviewed under the zoning code do not need to be criminally enforced as currently written. In addition, the process used to issue and administer these violations is vague and obscure.

This Ordinance is proposed to implement and clarify the process for penalizing violations of the Smithfield City zoning code. It is also proposed to reduce the cost of current fees adopted under the original code adopted in 1995.

It is recommended that this Ordinance includes the process described below and the ability to appeal that process.

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 non-payment and non-compliance.

6:17 p.m. Public Hearing Opened

Caralee Stokes asked for a better explanation of the purpose of the proposed ordinance.

Mr. Boudrero provided a recent example involving a resident who constructed a two-story shed alongside his home in violation of the building code. The resident has received two notices of violation. After discussions with the legal department, staff determined that additional enforcement procedures and penalties should be added to the municipal code to strengthen enforcement and encourage better compliance. He answered for Mrs. Stokes that it addresses any violations of this section of the Code.

6:19 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2026-11.

The Commission outlined the changes and suggested wording changes in **bold** font.

§17.080.070 VIOLATION; PENALTY PROCESS

~~Any person, firm or corporation whether as principal, agent, employee or otherwise, violating or causing or permitting the violation of the provisions of this title shall be deemed guilty of a class C misdemeanor and subject to fines and penalties as provided. Upon conviction, the person shall be sentenced to pay a fine not exceeding five hundred dollars (\$500.00) or imprisonment in the county jail for a term not exceeding ninety (90) days. If the person violating this title is a corporation, association, partnership or other governmental instrumentalities, then upon conviction, said corporation, association, partnership or other governmental instrumentality shall be subject to a fine not to exceed one thousand dollars (\$1,000.00). Every person, firm or corporation shall be deemed guilty of a separate offense for every day during which any portion of any violation of this title is committed, continues or permitted by such person, firm or corporation.~~

- A. A warning **notice** in the form of a written letter will be sent, indicating the violation of a local zoning ordinance.
 - 1. The warning Notice will indicate the violation, municipal code reference, in addition to the deadline and requirements for compliance. It will also include the contact information of a city official who can answer potential questions.
 - 2. The provided deadline will vary, depending on the type and situation of each violation.
- B. If the recipient does not comply by the required deadline, a second letter will be sent, constituting a final notice of the zoning infraction.
 - 1. The final notice letter will include the violation, municipal code reference in violation, a new deadline for compliance, and the cost of the fine will be assessed for continued noncompliance. It will also include the contact information of a city official who can answer potential questions.
 - 2. The provided deadline will vary, depending on the type and situation of each violation.
- C. If the violation persists, zoning citations will be issued. The fines for violations are found in the approved prevailing fee **schedule** and can be paid at the city office. All **fees** must be paid within 10 days of the date the citation is issued.
 - 1. The first citation will include the fine amount, the municipal code reference, and the deadline for payment.

2. The final citation will include an increased fine amount, the municipal code reference, and the deadline for payment.
- D. In the event of further noncompliance and nonpayment, the city may:
1. Cause suit to be brought in an appropriate court of law; **damages sought may include** reasonable attorney fees, interest, and court costs;
 2. Refer the matter to the county treasurer for inclusion in the tax notice of the property owner; said property lien will be placed on the parcel for the amount of the combined citations.
- E. An appeal of the administrative decision may occur within 10 days of the first warning notice. An application and payment must be submitted to the city. The city appeal authority shall conduct such proceedings as an appeal of an administrative decision. It shall uphold the decision of the City unless the decision is arbitrary and capricious, not supported by substantial evidence, or plainly illegal.

Mr. Beckstead asked what would happen if a homeowner ignored the citation. Mr. Boudrero said another citation would be sent and that the process as indicated above, including the attorney would proceed up to and including a lien on the home. Chairman Marshall suggested that rather than mimicking the language in the last paragraph, the appropriate code should be cited; this way, if it changes, it changes in only one place. He suggested, "The property owner or agent may appeal the administrative decision as outlined in §17.10.030".

*****Motion by Commissioner Heywood to recommend approval to the City Council for 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" with the following amendments as addressed (above in bold print): adding the word "notice" in A1; adding the prevailing fee "schedule" in sentence 1 of Section C. Also changing the word citations to "fees" in sentence two in Section C; and changing the sentence D1 to read "Cause suit to be brought in an appropriate court of law "damages sought may include..." and change E "The property owner or agent may appeal the administrative decision as outlined in §17.10.030". Commissioner Price seconded the motion. The motion was approved by a vote of 6-0.*****

Vote:

Yes: Beckstead, Henderson, Heywood, Marshall, Meier, Price

No: None

Commissioner Reports

Chairman Marshall said that, due to time constraints, Brad Thatcher has resigned his seat on the commission.

Chairman Marshall invited any other members to join him and Commissioner Heywood in addressing the southwest part of town and how to buffer industrial uses.

He reminded members how to access the information from the Cloud before the meeting.

He asked if members wanted any training; if they let him know, he will make time to address those issues.

Smithfield City has been accepted into the Main Street America Program as a Tier 1 city. This could help the city secure grants and discuss improvements.

The USU LAEP program will provide insight and support over the next year to develop a visioning project for Smithfield. This exciting program will begin next fall.

MEETING ADJOURNED at 7:05 p.m.

Planning Commission Chair/Designee



SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

Public Notice is given that the Smithfield Planning Commission will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah, on **Wednesday, July 15, 2026**. The meeting will begin at 6:00 PM.

Welcome/pledge of allegiance and thought/prayer

1. Approval of the Planning Commission Meeting Minutes from May 20, 2026.
2. Public comment on items not on the agenda or not requiring a public hearing during the meeting.
3. Introduction and Public Hearing for the purpose of discussing 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".
4. Discussion and possible vote on Ordinance 2026-10.
5. Introduction and Public Hearing for the purpose of discussing 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".
6. Discussion and possible vote on Ordinance 2026-09.
7. Introduction and Public Hearing for the purpose of discussing 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".
8. Discussion and possible vote on Ordinance 2026-11.
9. Commissioner 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.