



SMITHFIELD CITY PLANNING COMMISSION MINUTES August 19, 2026

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, August 19, 2026.

Welcome/Pledge of Allegiance & thought/prayer

Members Present: Mike Beckstead, Lane Henderson, Klydi Heywood, Jim Marshall, Jon Meier, Sarah Price

City Staff: Brian Boudrero, McKenzie Nelson

Others in Attendance: Lisa Aedo

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

Approval of the Planning Commission Meeting Minutes from July 15, 2026

Chairman Marshall declared the minutes from the July 15, 2026 meeting to stand as submitted.

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

Lisa Aedo, the Cache Countywide Planner, introduced herself and said she is sending out a questionnaire to learn how the Cache County Planning Office can better serve the communities in Cache County.

Introduction and Public Hearing for the purpose of discussing 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.

Mr. Boudrero explained that the Accessory Dwelling Unit Code, found in SMC§17.92.010, includes minor wording changes reflecting recent State Code requirements in S.B. 284. These changes are detailed below:

1. A “Certificate of Occupancy” can now be required on new or converted detached dwelling units, and this requirement will be included in the condition section of our code.
2. The 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. The 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.

The Use Matrix proposed change:

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.~~

6:10 p.m. Public Hearing Opened

There were not any comments or questions.

6:11 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2026-13.

Chairman Marshall said the old Land Use Allowance Matrix listed "accessory apartments" and "accessory residential units" but not "accessory dwelling units"; however, a section of the code addressed ADUs. He questioned whether "accessory apartment" would remain. Mr. Boudrero said "apartment" should be deleted. Chairman Marshall noted that "apartment" is still included in the current language. Mr. Boudrero pointed to the proposed change, which does not include the word "apartment" and essentially strikes that use.

Chairman Marshall said the old "accessory residential unit" made an apartment a legal conditional use in the CB and CC zones. Because that wording is being struck out, he does not see any way for a business owner to add an apartment over the business without requesting a Mixed-Use Overlay. Mr. Boudrero agreed. Chairman Marshall understands Mixed-Use to be used for a community or a complex of buildings. Mr. Boudrero said it allows a use to be expanded or the configuration of the building or apartment to be changed. Two commercial zones allow residential units as part of the primary business. This is a completely different section of code.

Mr. Boudrero said that if an apartment is attached to a business, it does not have to be attached to the business and can have a different owner. With a residential ADU, it must be owned by the property owner.

Staff and legal counsel are currently discussing whether the Planned Unit Development and Mixed-Use zones need any changes because overlay zones can cause problems.

Chairman Marshall asked how a building with one or more accessory units would be handled in a commercial zone. Mr. Boudrero said the commercial zone would need to be reviewed to determine whether a residential component would be permitted.

Chairman Marshall recommended that the motion be clear about striking out the wording so there are no questions.

Mr. Boudrero clarified that “accessory apartment” and “accessory building” exist in the current code. “Accessory residential unit” is being stricken; “accessory building” and “apartment” are being changed to “dwelling unit.”

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

Vote:

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

No: None

Absent:

Commissioner Reports

Chairman Marshall reported that the Utah Main Street program met today. The USU LAEP Visioning Project will begin when students return to session in a couple of weeks. The Community Engagement Committee (John Engler, Chris Olsen, Klydi Heywood, James Marshall and Justin Lewis) is responsible for coordinating between the Planning Commission and the City Council. Mr. Engler is working on a draft Ordinance that would establish zoning for smaller lots in various parts of town. It will come to the Commission for review.

MEETING ADJOURNED at 7:03 p.m.

James Marshall, Chairman



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, August 19, 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 July 15, 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 2026-13, 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".
4. Discussion and possible vote on Ordinance 2026-13.
5. Commissioner Reports

Adjournment

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

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