



SMITHFIELD CITY COUNCIL MINUTES September 9, 2026

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, September 9, 2026, at 6:00 p.m. Mayor Pro-Tempore Todd Orme conducted the meeting.

Opening remarks by Todd Orme

Council Members in Attendance: Jay Downs, John Engler, Chris Olsen, Todd Orme, Jenn Staker

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

Visitors: Sarah Davenport-Smith, Lucy Harris, David Forrester, Jennie Orme, Lee Helms, Jeff Gittins, Caralee Stokes, Adam Backlund, Justin D. Bodrero, Carter Bodrero, Tom Hilton, Debbie Zilles

Approval of the City Council meeting minutes from August 12, 2026.

*****Motion made by Councilmember Staker to approve the minutes from the August 12, 2026 meeting as submitted. Councilmember Olsen seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Public Comment on items not on the agenda

Tom Hilton was concerned about children walking to Summit Elementary School having to cross the highway. Thanks to the boundary realignment, kids will no longer have to cross, and he is very grateful. He noted that there is still a problem with crossing areas on the growing west side of town, specifically near Central Park, Forrester Acres, and the new LDS Temple. He would like the Council to continue considering safety concerns when making future decisions.

Caralee Stokes asked the Council to consider adjusting its meeting schedule next fall if it conflicts with Sky View High School's homecoming parade as it does tonight. This would ensure people could attend both events.

Presentation and discussion with representatives of the Utah Coalition of Cities and Counties (UC3).

Sarah Davenport-Smith, the director of the Utah Coalition of Cities and Counties, provided a brief overview of their services. During the legislative session, it is not only

about the bills being passed but also about what they do collectively to each of our local governments' authorities. UC3 recognizes shifts early in the process. She introduced the team's staff. They provide local authority and governance analysis, strategic advocacy, implementation and decision support, education, and training. These services help local governments identify authority shifts, evaluate constitutional concerns, measure fiscal effects, assess implementation burdens, and clarify discretion. Advocacy evaluates, develops tailored positions, proposes better solutions, drafts legislation and amendments, strengthens the message, and engages policymakers. Implementation helps translate laws into action, create compliance tools, strengthen local findings, preserve available authority, and reduce risk. Education and training explain local authority, build policy evaluation skills, prepare local decision-makers, apply real-world examples, and build confidence in governance. Training can include workshops and webinars, practical implementation guidance, and instruction on legal and constitutional concerns. Two ways to engage are through citizen membership which is freed, which provides public newsletters, select public webinars, and discounted training rates. The municipal membership includes full legislative advocacy and representation, constitutional bill analysis, direct legislative input, municipal-only strategy tools and committees, attorney access, and legal support. The council needs to determine what guidance they want, and which tools will be most helpful. Information packets were distributed to council members.

Councilmember Olsen likes that the constitution is being used as part of the lens. Ms. Davenport-Smith agreed that it is a practical tool that helps both local government and the legislature. They provide legislators with a weekly impact report on the key bills they are following and the amendments they recommend.

Councilmember Olsen asked for her perception of how, in general, the bills have complied with the Constitution over the last few years. Ms. Davenport-Smith reported that over the last few sessions, only a handful of bills have been redlined.

Councilmember Staker asked whether UC3's thoughts and considerations are taken into account by legislators. Ms. Davenport-Smith said they had been. Some of the challenges stem from the housing bills, which place a strong emphasis on achieving a certain amount of housing statewide. With the Olympics coming up, there is also considerable focus on transit-oriented development, which can often lead to more pushback and a push to keep more decisions local. UC3 stands firmly on Article 11 of the Constitution, which grants cities special authority to plan for their specific communities.

Councilmember Olsen asked about special authority districts. Ms. Davenport-Smith said they have them. Although they were not established when many of the special districts began, they have conducted extensive analysis and offered suggestions on rollbacks, sparking discussion about what the districts are and what authority they hold.

Councilmember Engler asked about the funding model and inquired where the revenue is generated, what the expenses are, and whether any candidates are being supported. Ms. Davenport-Smith noted that the members' dues structure is outlined in the

information packet and serves as the primary funding source. The organization is not publicly funded and does not support any PACs.

Discussion and possible vote on 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 this will amend the Municipal Code and the Use Allowance Matrix. During last year's legislative session, the Code was updated with minor changes to detached accessory dwelling units.

He outlined the following proposed changes:

1. A Certificate of Occupancy is required for new or converted detached dwelling units and will be addressed in this section of the Code. The County already handles this for the city.
2. The State has restructured and relocated the Land Use Code under Section UCA §10-21, and the links will be updated accordingly.
3. State Code no longer allows municipalities to consider accessory dwelling unit applications under a conditional use permit; they are now an allowed use.
4. The Use Matrix Table in SMC§17.12.010 will be adjusted to show the recently passed legislation.
5. Added in 17.92.020 7 “b. Any detached accessory unit over 650 square feet must have (2) dedicated off-street hard surface parking areas. See Utah Code Annotated 10-21-304 “Detached Accessory Dwelling Unit.”
6. Added in Section B: “Internal accessory dwelling units are allowed in the MPC (master plan community) in a detached single-family home only.”
7. Added 17.92.030 B “...to ensure that it meets” all the conditions.

The Planning Commission reviewed the proposal and recommended approval.

Councilmember Orme asked for clarification on the parking verbiage in 17.92.020(b) and whether this was a new condition. Mr. Boudrero said the State previously stated that no more than one additional stall could be requested or required for any unit. This verbiage now reflects the new legislative mandate and allows cities to request two stalls for a larger detached unit.

Councilmember Olsen reviewed the State code and noted that our wording uses “attached” rather than “internal,” and asked whether this could be interpreted differently. For example, if someone built an addition attached to the home, would that be considered internal or attached? Mr. Boudrero said the State uses “internal” for a home,

but if an addition to the home meets all applicable requirements, it is still considered internal. The building code defines this more specifically.

Councilmember Olsen asked about the difference between an accessory apartment and an accessory dwelling unit, and whether the wording should be consistent. Mr. Boudrero said this proposal includes residential apartment, accessory residential unit, and accessory building. Years ago, they were referred to as residential units, but over the last decade cities have started using the term accessory dwelling unit (ADU), and the proposed verbiage follows the standard terminology. Councilmember Olsen noted that 17.92.030 C refers to “accessory apartments”; Mr. Boudrero said it can be changed to “accessory dwelling unit” for consistency.

Councilmember Staker said the conditions in 17.92.020 (6) do not specifically state “military leave” as a bona fide temporary absence and questioned whether that should be added. Mr. Lewis said this would be covered under “a. A temporary job assignment, sabbatical, or voluntary service”.

Councilmember Olsen said Utah permits municipalities to prohibit rentals under 30 days and ADUs under 90 days and asked whether this should be detailed so it cannot be used as an Airbnb. Mr. Boudrero explained that in the past, cities with high tourism have required specific applications, payments, and/or business licenses for Airbnb’s. The past three City Councils have discussed this several times. To use or profit from a short-term rental, the owner must list the unit through a marketing company. These companies are very strict about requirements and allowances. After years of discussion, Smithfield did not feel additional requirements were necessary because of what is already in place.

*****Motion made by Councilmember Engler to adopt 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” amending “accessory apartment” to “accessory dwelling unit” in 17.92.030 (C) as discussed. Councilmember Staker seconded the motion. The motion was approved 5-0.*****

Yes Vote: Engler, Downs, Olsen, Orme, Staker

No Vote: None

Discussion and update on the Smithfield City History Museum renovation project.

Jeff Gittins said they are working to finish the upstairs because they need additional display space. They have made significant progress over the past several months. He is most pleased with the engagement and enthusiasm of those who come to the Museum. Many citizens have donated historical relics. The Museum received approval for a \$20,000 CLG (Certified Local Government) grant, and \$40,000 in RAPZ tax will be

utilized. Unfortunately, the estimates are approximately \$69,000 for the exterior lift. He thinks money can be raised or donated in the future, and his pledge to the Council is that he will continue to do the best he can. Jansen Bennett, the State Preservation Architect, visited the site yesterday and seemed quite pleased with the overall project. Cache Valley Concrete will cut the upstairs east wall, and it will cost approximately \$4,500-\$5,000. The lift will be a freestanding structure anchored to the cement in the driveway. The state has a free facial recognition system subscription that will help identify people in public pictures that are decades old. He said there will be some interactive displays in the future. A new display on the south wall will include information on Smithfield's original settlers. Bennett's Glass has looked at what type of door is needed from the elevator into the building, which will be key-lock only system.

Mr. Lewis thanked Jeff and Lynda Gittins, who are always hard at work at the Museum. The City has been working on changes, per the Building Inspection Department, including updates to one restroom, replacement of a railing for ADA compliance, and required signage. The only big item left on the main floor is finishing the conference room which will include electrical, flooring, sheetrock, and paint. The stairs will meet the building code but will require additional railing on both sides of the stairway. The City has applied for additional funding through the Rocky Mountain Power Foundation. The lift will require concrete work, and the air conditioning unit on the east will need to be relocated to the south side of the building. The upstairs area has some flooring challenges, but one of the main concerns will be cutting through a wall on the east side where the lift will attach to the building. Bids have come in: flooring will be approximately \$18,000; sheetrock, trim, and framing will be approximately \$19,000; and rock repair will be approximately \$2,500. No bids have come in for the handrailing yet. Kudos to Mr. Gittins, who arranged for a local contractor and a donor to help with the soffit and fascia portion of the exterior. The City is continuing to look for grant opportunities so the project can continue. A proposal will be prepared so the approved \$60,000 in grant funding can be used. There are unknowns on the east side regarding how the lift will connect to the building, so costs could be higher than estimated. The City wants to account for that, understanding that there is currently no additional City funding available for the other projects inside the building. The building was acquired in 2019, and he praised all the improvements made over the years. The Council will need to decide how and when to move forward. Once the wall is cut, that project will have to be completed, there is no going back, so there are some challenges with that project.

Councilmember Downs said that because the building is open, even if the upstairs is unusable, it is important to finish the main floor. Mr. Lewis agreed, noting that the bathroom repairs will move forward and that the conference room does not need to be finished for the building to remain open.

Mr. Gittins believes the entire project will cost about \$100,000. Lance Walker, a very experienced brick mason, has offered to help and has provided guidance on how to move forward with renovation to the east wall where the lift will be located. The rough flooring in the conference room is already complete.

Mr. Lewis answered for Councilmember Orme that there are no short-term occupancy issues related to the main-floor repairs.

Councilmember Downs asked whether there was enough funding, including the grants, to install the lift. Mr. Gittins said the cost is unknown because of the building's age and potential issues that might be uncovered during the process. No contracts have been signed. He said they are dedicated to doing it once and doing it right, while keeping costs down where possible.

Councilmember Engler said the building's value to the community is extraordinary and thanked Mr. Gittins and everyone involved for their efforts. He also said the Council faces difficult decisions about costs that are not accounted for or budgeted. He appreciates the grant funding and donations that help with this project.

City Manager Report

Mr. Lewis reported:

- ✓ Met with a representative from the Cache Water District today about a xeriscaping project that could potentially be done at the City Office building.
- ✓ The Smithfield Canyon Spring Line project is on target to finish Phase 1 in October, except for one culvert. The City Engineer is working with the contractor and the County on specialty pipe that will not arrive until October for this portion of the project.
- ✓ The 3-million gallon tank floor is complete, and walls are going up now.
- ✓ Appreciates Mr. Bodily overseeing all these projects, including Phase 2 of the stormwater project, with the hope that Phase 2 will be sent out for bid soon.
- ✓ The audit started in August and will most likely be presented in December. He noted that impact fees are closely scrutinized, and if there are unspent impact fees, the City must set aside the interest on them and return it to the developer if they are not spent within the allowed time period of 6 years. Grants are also heavily monitored.
- ✓ The Fraud Risk Assessment is conducted annually. The box for having a certified public accountant on staff could not be checked and obtaining an ethical code signature from every employee including seasonal and temporary was not possible where there are over 150 employees. There are a couple of other areas which cannot be checked at this time but can be considered in the future such as obtaining training certificates.
- ✓ The Wednesday, November 11th Council meeting will be held on Wednesday, November 4th due to the Veterans Day Holiday being on the 11th.

Council Member and Mayor Reports

Todd Orme

- Sidewalk on the south side of Sky View High School looks great.

- Historic Society – thanked Mr. Gittins for all his hard work.
- Tree Committee – next meeting will be on Tuesday, October 6th. Councilmember Olsen has been helping with the City's tree inventory. Applied for the Community Forest Partnership Grant for \$20,000; awaiting a response. Nick Reithel had to resign from the committee, and the City thanked him for his service.

Jenn Staker

- Arts Council meeting next Monday – starting to plan the Storybook Festival.

John Engler

- He and Mr. Lewis met with Autumn Mathews from the Cache Water District (CWD). The CWD has funding available to help cities undertake a waterwise landscape project. The landscape around the City building will be converted and totals about 4,000 square feet. The CWD has committed about \$10,000 to help pay for the project and suggested that additional funding may be available from the Slow the Flow program. Work will hopefully begin this fall if all of the approvals can get put in place.
- Library is still very busy.
- The USU LAEP Visioning Program will launch in a couple of weeks. The Community Engagement Committee has been discussing which community priorities or ideas would be most beneficial. USU may also have recommendations.
- Trails – access from the end of Summit Drive down into Birch Canyon has been closed by the property owner, and we hope citizens will respect that closure. It may not be permanent; there is some discussion with the property owner about future access.
- Crow Mountain Neighborhood Group has been surveying neighbors about which amenities they would like to see in the future park. The survey had 172 responses collected. The data will be compiled and presented at the November 4th city council meeting.
- Chamber of Commerce – Community Trick-or-Treat will be held Friday, October 16th from 4:30-8:00 p.m. at the Rec Center. The Night of Giving is scheduled for Saturday, December 5th, and tables are now available to reserve with a “Share The Joy” theme to celebrate 20 years.

Chris Olsen

- Lilly King has been selected as Youth Council Mayor for the current school year. There will be 51 members this year, which is more than ever before. Mayor Rudie met with them last Wednesday. The year began with an executive training session to plan events. The opening social was a success. The Teddy Bear Picnic will be held on Saturday, September 26th, and the youth council will help with the Trick-or-Treat event in October.
- The Senior Citizens are back to weekly meetings on Tuesdays. Mr. Lewis attended and answered questions last week.
- He thanked the Gittins for their help with the Museum. Four committees will be formed to focus on organization, promotion, design, and economic vitality as part of the Planning and Engagement Committee. The Director of Main Street Utah will

attend the Wednesday, September 23rd City Council meeting and doing a presentation.

Jay Downs

- Cache Mosquito Abatement District (CMAD) – three communities in Cache Valley have now tested positive for West Nile virus, and in the last couple of weeks, 2-3 people have been hospitalized. Once a community tests positive, opting out of spraying is no longer an option; CMAD enters emergency mode, and the entire area is sprayed. Only female mosquitoes carry the disease and are most active between dusk and dawn. The only way this goes away is when frost comes and kills all the mosquitoes. It's quite detrimental for horses; several in Cache Valley have died from it.
- The Fire District Board of Trustees has been established and is composed of mayors throughout the community. Mayor Rudie is the Chairperson. The Board has technical committees made up of fire chiefs and citizens from the north and south ends of Cache Valley. The district also has north and south advisory committees. The north committee was scheduled to meet last night, but an emergency meeting earlier in the month was held so this meeting was not needed. Richmond City Mayor Jeff Young, who serves as the chairperson, has postponed the meeting.
- He thanked the Cache County School District for the sidewalk that was installed on 600 South; it made a huge difference for that street.

Meeting Adjourned at 7:49 p.m.

SMITHFIELD CITY CORPORATION

Aaron Rudie, Mayor

ATTEST:

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, September 9, 2026**. The meeting will begin at 6:00 PM.

Welcome/pledge of allegiance and thought/prayer by Todd Orme

1. Approval of the city council meeting minutes from August 12, 2026.
2. Public comment on items not on the agenda.
3. Presentation and discussion with representatives of the Utah Coalition of Cities and Counties (UC3).
4. Discussion and possible vote on 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".
5. Discussion and update on the Smithfield City History Museum renovation project.
6. City Manager Report
7. 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 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.

The meeting will be streamed at the following link: [YouTube Channel](https://www.youtube.com/@smithfieldutah/streams)
or <https://www.youtube.com/@smithfieldutah/streams>

*****Note: Public input will be accepted on all agenda items. We ask that you keep your comments concise to ensure everyone has an opportunity to speak. You can also share comments that will reach the mayor and city council members by emailing info@smithfieldutah.gov*****