



## SMITHFIELD CITY PLANNING COMMISSION

City Council Chambers  
96 South Main  
Smithfield, Utah 84335

The Planning Commission of Smithfield City met in the City Council Chambers at 96 South Main, Smithfield, Utah at 7:00 p.m. on Wednesday, February 20, 2019

The following members were present constituting a quorum:

Chairperson: Andrew Soelberg

Members Present: Kelly Luthi  
Jackie Hancock  
Scott Gibbons  
Jasilyn Heaps  
Casey McCammon  
Nathan Wright

Members Excused: Stephen Teuscher

City Engineer: Clay Bodily  
Deputy Recorder: Char Izatt  
City Councilmember: Curtis Wall  
Mayor: Jeff Barnes

### **OPENING CEREMONY**

The Pledge of Allegiance was led by Commissioner Heaps.

### **ATTENDANCE**

Greg Gardner, Travis Johnson, Jay Bingham, David Winberg, Debbie Zilles

### **AGENDA ITEMS**

**Resident Input:** David Winberg thanked the Commission for their service. He is the executor of his grandparent's estate and would like to possibly rezone the property at approximately 616 South Main to Commercial. There are 3 parcels involved (Parcel #08-118-0011 at 3.8 acres; Parcel #08-118-0014 at .23-acre and Parcel #08-118-0010 at 1.25 acres). Currently the small, .23-acre, parcel is zoned Single Family Residential (R-1-10). The 3.8-acre parcel is zoned Agricultural (A-3) and the property on the corner where the existing home is located, 1.25 acres, is zoned Community Commercial (CC). The future land use map calls out the area as Community Commercial. Mr. Winberg was advised to apply for a rezone, at which time, the Commission can discuss and review the request.

### **Consideration of Consent Agenda and approval of January 16, 2019 Meeting**

**Minutes:** After consideration by the Commission, Chairperson Soelberg declared the meeting agenda approved and the minutes from the January 16, 2019 meeting to stand as submitted.

Jeannette Bell, agent for Brown Monument, has applied for consideration and approval of a Commercial Conditional Use Permit request to allow light manufacturing of headstones, sales & installation, located at 791 South 100 West. Zoned GC.

Greg Gardner inquired about outside storage. Ms. Bell clarified for Mr. Gardner that storage will be kept inside the building.

**MOTION:** Motion by Commissioner Hancock to **approve** the request for a Conditional Use Permit to allow light manufacturing of headstones, sales & installation, located at 791 South 100 West. Zoned GC. Commissioner Luthi seconded the motion. Motion approved unanimously (7-0).

Vote

Aye: Luthi, Hancock, Gibbons, Soelberg, Heaps, McCammon, Wright

Nay: None

Allied Electric Sign & Awnings, agents for Alpine Cleaning & Restoration Specialists, have requested consideration and approval to amend an existing Conditional Use Permit to update an existing Electronic Message Display (EMD) sign located at 177 South Main St. Zoned CC

Ms. Izatt explained that this is an existing sign that will be updated. Because it is an electronic message display (EMD), it requires an amendment to the current Conditional Use Permit.

Jay Bingham, representative for Allied Electric Sign & Awnings, stated the overall structure will not change, the lower cabinet will be removed and a new face for the upper cabinet will be installed as well as updated LED lighting.

Commissioner McCammon asked about the illumination. Mr. Bingham said it will meet the requirement and it can be controlled. EMD signs generally run at 70%, however, there are also dimming capabilities.

Councilmember Wall noted that the City Council approved Redevelopment Agency (RDA) funds to help with the cost of the upgrade.

**MOTION:** Motion by Commissioner McCammon to **approve** the request to amend an existing Conditional Use Permit to update an existing Electronic Message Display (EMD) sign located at 177 South Main Street. Zoned CC. Commissioner Wright seconded the motion. Motion approved unanimously (7-0).

Vote

Aye: Luthi, Hancock, Gibbons, Soelberg, Heaps, McCammon, Wright

Nay: None

**PUBLIC HEARING** to consider recommending approval of proposed **Resolution #19-02** which adopts amendments to the Smithfield City Construction Standards & Designs: Part 1 “Design Standards”; Chapter 1.0 “General Improvement Requirements”; Section 1.12 “Guarantee of Work”; Chapter 2.0 “Street Designs”; Section 2.1 “General”; Paragraph D. “Street Widths”, Number 4. “Turning Area”, Paragraph B; Part 7 “Communications, Lighting, Traffic Control, Power”, Section “Street Lighting”.

### 7:30 p.m. Public Hearing Opened

No public comment.

### 7:31 p.m. Public Hearing Closed

Mr. Bodily explained the changes. Under Guarantee of Work the wording was changed to *“the percentage allowed by state law”* to conform to UC 10.9a-604.5 (3)(b). Under the General section *“asphalt paved”* was added to the turnaround requirement to provide for better accessibility. The changes to Street Lighting are technical items.

**MOTION:** Motion by Commissioner Gibbons to **recommend approval** of proposed **Resolution #19-02** which adopts amendments to the Smithfield City Construction Standards & Designs: Part 1 “Design Standards”; Chapter 1.0 “General Improvement Requirements”; Section 1.12 “Guarantee of Work”; Chapter 2.0 “Street Designs”; Section 2.1 “General”; Paragraph D. “Street Widths”, Number 4. “Turning Area”, Paragraph B; Part 7 “Communications, Lighting, Traffic Control, Power”, Section “Street Lighting”. Commissioner Heaps seconded the motion. Motion approved unanimously (7-0).

#### Vote

Aye: Luthi, Hancock, Gibbons, Soelberg, Heaps, McCammon, Wright

Nay: None

**PUBLIC HEARING** to consider recommending approval of proposed **Ordinance #19-01**, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations” Section: 5.04.060 “Application For A License”; Title 16 “Subdivision Regulations”, Sections: 16.07.030 “Preliminary Plat”; 16.07.040 “Final Plat”; 16.22.020 “Warranty Period and Warranty Deposit”; And Title 17 “Zoning Regulations”; Sections 17.04.070 “Definitions”; 17.89.110 “Screening”.

### 7:35 p.m. Public Hearing Opened

No public comment.

### 7:36 p.m. Public Hearing Closed

Commissioner Heaps researched definitions for a Bed & Breakfast and suggested adding a definition in 17.04.070 *“A bed and breakfast (typically shortened to B&B or BnB) is a small lodging establishment that offers overnight accommodation and*

*breakfast. Bed and Breakfasts are often private family homes and typically have between four and eleven rooms, with six being the average". Bed and Breakfast Inns are currently allowed as a conditional use in the CB, CC, GC, RM, Gateway Overlay and Mixed-Use Overlay zones.*

Commissioner Gibbons asked about serving food and whether that would require a food handlers permit. Ms. Izatt said that would be regulated by the Health Department and a business license would not be issued until all requirements are met.

Ms. Izatt said the definition of Boarding House is no longer applicable and would need to be removed.

The Commission was comfortable with the other changes as outlined.

**MOTION:** Motion by Commissioner Luthi to **recommend approval** of proposed **Ordinance #19-01**, an Ordinance amending the Smithfield City Municipal Code Title 5 "Business Licenses and Regulations" Section: 5.04.060 "Application For A License"; Title 16 "Subdivision Regulations", Sections: 16.07.030 "Preliminary Plat"; 16.07.040 "Final Plat"; 16.22.020 "Warranty Period and Warranty Deposit"; And Title 17 "Zoning Regulations"; Sections 17.04.070 "Definitions"; 17.89.110 "Screening". Commissioner McCammon seconded the motion. Motion approved unanimously (7-0).

Vote

Aye: Luthi, Hancock, Gibbons, Soelberg, Heaps, McCammon, Wright

Nay: None

Review and consider possible changes to the current uses allowed as Permitted or Conditional and uses that are not allowed in the Land Use Matrix under the CB Zone (Central Business District).
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Commissioner Hancock was concerned about fireworks stands being allowed in the CB District, specifically the proximity to buildings. Ms. Izatt said the Fire Department reviews the requirements for tents in parking lots and there has never been an issue. Commissioner McCammon noted that because they are allowed as a Conditional Use, they can be reviewed before approval. Ms. Izatt pointed out that the entire zone should be considered rather than possible specific locations.

Commissioner Wright suggested adding a line item for "Furniture Repair/Upholstery" which could be a Permitted Use in the Commercial zones and a Permitted Use in the Gateway Overlay zone. He recommended keeping the Light Manufacturing category and adding a new one for "Artisan Manufacturing" to be defined as "*Manufacturing processes that are entirely contained within a structure and limited to the use of hand tools, light machinery, and small tools and consists predominately from previously prepared materials, of finished products or parts including processing, fabrication, assembly, treatment, research, testing and packaging of such products, and associated services, storage, sales (retail and wholesale) and distribution of such products. The processes used shall generally not create noise, vibrations, smoke, dust, fumes, odors, or glares that could be considered a nuisance to neighboring properties or create a health or safety hazard outside of the enclosed building or property where the process*

*takes place. Services provided shall be primarily for the use of individuals and households, rather than large firms or retailers”.*

Commissioner Wright questioned whether there should be a maximum square footage requirement. Commissioner Heaps said most jurisdictions did not require a size. Ms. Izatt pointed out that it would have to be on new construction. Commissioner Luthi said bigger spaces would require bigger equipment and would likely be self-governing.

Commissioner Wright said some definitions provided examples. Ms. Izatt said examples could be perceived as too restrictive.

The Commission will review and discuss possible amendments to the Planned Unit Development (PUD) ordinance Chapter 17.88 “Planned Unit Developments”.

Commissioner McCammon was excused from the meeting at 8:04 p.m.

Chairperson Soelberg said the Planned Unit Development seems to be antiquated. He likes North Ogden’s Master Planned Community zone and thinks that could be a good reference template. The idea has good design, walkability and the required percentages for open space and setbacks are much more feasible than the current PUD.

Commissioner Gibbons said there is a lot of work that needs to go into this ordinance. He agrees that North Ogden has a very comprehensive plan which could serve as a basis. He suggested forming a subcommittee to work on specifics that the Commission can review, rather than a generalized discussion. He volunteered to be on the subcommittee; Commissioner Hancock agreed to help. Councilmember Wall said he will bring this issue up at City Council meeting and see if a council member would like to be on the subcommittee as well. Commissioner Heaps volunteered to do specific research if needed.

Commissioner Gibbons asked for suggestions about the commercial component and whether that should be required. Chairperson Soelberg liked the idea of residential as the primary use with a commercial element (like a small grocery store). Commissioner Heaps said commercial could be strongly encouraged rather than required.

Commissioner Wright pointed out that the Mixed-Use zone allows for higher density with a required commercial component and to consider how this might be different and/or supplemental. He also encouraged taking the Master Transportation Plan into account.

Commissioner Gibbons said he will set up a shared document that can be reviewed by the Commission and will have information to present at the next meeting.

Chairperson Soelberg suggested putting the Planned Unit Development (PUD) aside for now and discuss the idea of a Master Planned Community at the next meeting.

### **OTHER BUSINESS**

Councilmember Wall introduced Greg Gardner. Mr. Gardner will be ratified by the City Council next week to serve as an alternate due to the resignation of Commissioner Niederhauser.

**MOTION TO ADJOURN**

Commissioner Wright motioned to adjourn the meeting at 8:28 p.m. Commissioner Gibbons seconded the motion. The motion passed unanimously.

Minutes submitted by Debbie Zilles

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Andrew Soelberg, Chairperson

Attested:

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Charlene Izatt, Deputy Recorder

**SMITHFIELD PLANNING COMMISSION**  
**Smithfield City Council Chambers**  
**96 South Main**  
**Smithfield UT 84335**

**NOTICE and AGENDA**

Public Notice is hereby given that the Smithfield Planning Commission will hold a Planning Commission Meeting at 7:00 p.m. on Wednesday, February 20, 2019 in the Smithfield City Council Chambers, 96 South Main, Smithfield, Utah.

7:00 p.m. Opening Ceremonies

**Agenda items:**

7:02 p.m. Resident Input

7:07 p.m. Consideration of Consent Agenda  
Minutes of the January 16, 2019 Planning Commission Meeting

7:09 p.m. Jeannette Bell, agent for Brown Monument, has applied for consideration and approval of a Commercial Conditional Use Permit request to allow light manufacturing of headstones, sales & installation, located at 791 South 100 West. Zoned GC

7:12 p.m. Allied Electric Sign & Awnings, agents for Alpine Cleaning & Restoration Specialists, have requested consideration and approval to, amend an existing Conditional Use Permit to update an existing Electronic Message Display (EMD) sign, located at 177 South Main St. Zoned CC

7:15 p.m. **PUBLIC HEARING** to consider recommending approval of proposed **Resolution #19-02** which adopts amendments to the Smithfield City Construction Standards & Designs: Part 1 "Design Standards"; Chapter 1.0 "General Improvement Requirements"; Section 1.12 "Guarantee of Work"; Chapter 2.0 "Street Designs"; Section 2.1 "General"; Paragraph D. "Street Widths", Number 4. "Turning Area", Paragraph B; Part 7 "Communications, Lighting, Traffic Control, Power", Section "Street Lighting".

7:25 p.m. **PUBLIC HEARING** to consider recommending approval of proposed **Ordinance #19-01**, an Ordinance amending the Smithfield City Municipal Code Title 5 "Business Licenses and Regulations" Section: 5.04.060 "Application For A License"; Title 16 "Subdivision Regulations", Sections: 16.07.030 "Preliminary Plat"; 16.07.040 "Final Plat"; 16.22.020 "Warranty Period and Warranty Deposit"; and Title 17 "Zoning Regulations"; Sections 17.04.070 "Definitions"; 17.89.110 "Screening".

7:35 p.m. The Commission will continue to review and consider possible changes to the current uses allowed as Permitted or Conditional and uses that are not allowed in the Land Use Matrix under the CB Zone (Central Business District).

7:45 p.m. The Commission will review and discuss possible amendments to the Planned Unit Development (PUD) ordinance Chapter 17.88 “Planned Unit Developments”.

8:00 p.m. **ADJOURNMENT**

Posted this 14<sup>th</sup> day of February 2019 at the Smithfield City Offices, City Web Page, and the Utah Public Meeting Notice web site. Notice provided to The Herald Journal this 14<sup>th</sup> day of February 2019.

Charlene Izatt, Deputy Recorder

**ITEMS ON THE AGENDA MAY BE CONSIDERED EARLIER THAN SHOWN ON THE AGENDA.**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Charlene Izatt, Smithfield City Offices, at 435-792-7989 at least three (3) working days prior to the meeting.