



**Special Event Permit**

**2026-09**

All fees have been paid in full as required by this permit. This special event permit shall expire and be null and void at the conclusion of the event, if any conditions herein are breached, or if the permit is transferred to any other person, corporation, organization, or entity.

**Event Information**

Event Name: **Smithfield Health Days Fun Run**  
Event Type: Running Race  
Event Date(s): May 2, 2026

Promoting Entity: Smithfield City  
Applicant: Richard Varela  
Phone: 435-563-0048  
Email: rvarela@smithfieldutah.gov

Approved by: Land Use Authority

Date

5/1/26

**Conditions of Approval**

1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. Event organizers must comply with the information as submitted in the Special Event application.
3. Public safety will be handled by Smithfield Police & Fire Departments as outlined in the application.
4. Event organizers and participants must allow access for emergency vehicles as necessary.
5. In the event of a wildfire, the canyon could be closed and the fun run cancelled.
6. Parking along County Roads for special events is not permitted and can pose threats to human safety. Ensure all participants park only in designated areas.
7. For any special event within the public right-of-way that results in road closures or affects normal traffic, the permittee shall provide adequate traffic control to ensure the safety of those involved. This may include providing advance notice to drivers, clearly marking closures and detours, controlling intersections or conflict points, and maintaining access for emergency vehicles. Traffic control measures should be consistent with the principles of the Manual on Uniform Traffic Control Devices (MUTCD), using the current adopted edition.
8. Access for homes along route may be impacted by the race. Notifying residents prior to the race is recommended to ensure they are aware of the race routes.
9. SUMMARY OF ROADS AFFECTED AND SPECIFIC CONDITIONS:
  - Smithfield Canyon Road (OPEN—RACE) Be aware there will still be some construction signs and gravel in places. This should not impact the ability of people to race normally.
  - Upper Canyon Road (OPEN—RACE) – No Condition
  - Mountain View Drive (OPEN—RACE) Access affected by race. It's assumed this road remains open.



**Agreement of Acceptance**

As the applicant for the special event described above, I hereby agree to comply with all Federal, State, and County laws, ordinances, and regulations before, during and after the event. I further agree to indemnify and save harmless Cache County, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents and employees. I agree to permit law enforcement personnel the free and unrestricted access to and upon the premises at all times during the event for all lawful and proper purposes not inconsistent with the intent of the permit.

I understand and agree that this permit may be revoked upon breach of any of the conditions herein or at the discretion of the authorized officer. I understand that this permit is not transferable and agree not to transfer my permit to any person, corporation, organization or other entity.

In Accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the above information provided is accurate and complete to the best of my knowledge.

Accepted by: Applicant

5-26

Date



## Special Event Review

**Purpose:** In order to promote and protect the health, safety and welfare of all the persons in the county, including residents and visitors

<b>Event:</b>	<i>Smithfield Health Days Fun Run</i>	<b>Permit Number:</b>	2026-09
<b>Event Date:</b>	<i>May 2 2026</i>	<b>Site Visit Needed?</b>	No
<b>Reviewer:</b>	<i>Steven Taylor, P.E.</i>	<b>Hours Expected:</b>	
<b>Review Date:</b>	<i>4/24/2026</i>	<b>Fee Estimate:</b>	

GENERAL		
§8.40.40.C.3	Public Works Service Fee?	No Comment
8.40.50.D	Public Works additional conditions disclaimer (see below).	See Note
No additional information needed?		Yes
Date(s) checked internally with Public Works Director and Road Super		Yes
There appears to be no clear threat to public safety		Yes
Sufficient Parking Provided?		No Comment
Parking not permitted along County road		See Note See Conditions Below
Using a County road?		Yes See Roads Affected Below
Traffic control plan required?		See Note Not Required. A traffic control plan is encouraged for all events.
Trucks and Traffic can turn around		See Note Roads open, but affected by race. Turnaround not necessary.
Road road has viable detour and outlet?		No Comment
Road Closures, Safety, and MUTCD Compliance		See Note See Conditions Below
Road Superintendent Maintenance Coordination		No Comment

ROADS IMPACTED					
ADT	SPEED LIMIT	FUNCTIONAL CLASS	ROAD	IMPACT	ROAD COMMENTS AND CONDITIONS
200-400	25	Minor Local	Smithfield Canyon Road	OPEN RACE	Be aware there will still be some construction signs and gravel in places. This should not impact the ability of people to race normally.
200-400	25	Minor Local	Upper Canyon Road	OPEN RACE	- No Condition
200-400	25	Minor Local	Mountain View Drive	OPEN RACE	Access affected by race. It's assumed this road remains open.

ADDITIONAL	
<b>Additional Comments</b>	Access for homes along route may be impacted by the race. Notifying residents prior to the race is recommended.

SUMMARY OF CONDITIONS
<p>1. These additional requirements or conditions are imposed and deemed necessary to protect the public interest by ensuring traffic management, security of property, or the health and safety of the public. (§8.40.50.D)</p> <p>2. Parking along County Roads for special events is not permitted and can pose threats to human safety. Ensure all participants park only in designated areas.</p> <p>3. For any special event within the public right-of-way that results in road closures or affects normal traffic, the permittee shall provide adequate traffic control to ensure the safety of those involved. This may include providing advance notice to drivers, clearly marking closures and detours, controlling intersections or conflict points, and maintaining access for emergency vehicles. Traffic control measures should be consistent with the principles of the Manual on Uniform Traffic Control Devices (MUTCD), using the current adopted edition.</p> <p>4. SUMMARY OF ROADS AFFECTED AND SPECIFIC CONDITIONS:</p> <ul style="list-style-type: none"> <li>• Smithfield Canyon Road (OPEN RACE) Be aware there will still be some construction signs and gravel in places. This should not impact the ability of people to race normally.</li> <li>• Upper Canyon Road (OPEN RACE) – No Condition</li> <li>• Mountain View Drive (OPEN RACE) Access affected by race. It's assumed this road remains open.</li> </ul> <p>5. Access for homes along route may be impacted by the race. Notifying residents prior to the race is recommended to ensure they are aware of the race routes.</p>



## CACHE COUNTY FIRE DISTRICT

600 North 1020 East  
Hyrum, Utah 84319  
(435) 755-1670

To: Mimi  
From: Troy Fredrickson  
Re: Smithfield Health Days Fun Run

April 21<sup>st</sup> 2026

No issues from Cache County Fire District.

Concerns on road closures and emergency response to citizens in the area of the Fun Run. Runners should be reminded to yield to emergency vehicles when they are responding to an emergency. This could be inside the wildfire season this year. The canyon could be closed and the fun run canceled due to a wildfire.

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Rod Hammer  
Fire Chief

Jason Winn  
Deputy Chief

Rod Kearn  
Asst. Chief

Craig Buttars  
Fire Board

Gordon Zillies  
Fire Board

Dave Erickson  
Fire Board



Mimi Calverley <mimi.calverley@cachecounty.gov>

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## SEP: Smithfield Health Days Fun Run Proposal

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**Jeremy Hudson** <jeremy.hudson@cachecounty.gov>  
To: Mimi Calverley <mimi.calverley@cachecounty.gov>  
Cc: Alex Hutchinson <ahutchinson@brhdut.gov>

Tue, Apr 28, 2026 at 3:15 PM

Hey Mimi we are all clear as far as maintenance on this event

Jeremy Hudson  
Road Superintendent  
1020 E 600 N  
Hyrum UT 84319  
Phone 435-755-1566  
Cell 435-757-4729  
Email [jeremy.hudson@cachecounty.gov](mailto:jeremy.hudson@cachecounty.gov)

**PLEASE NOTE: Cache County is moving to a .gov domain and all emails intended for me should be sent to the address in my signature above**

[Quoted text hidden]



Mimi Calverley &lt;mimi.calverley@cachecounty.gov&gt;

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**Re: SEP: [External Sender] Smithfield Health Days Fun Run Proposal**

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**Alex Hutchinson** <ahutchinson@brhdut.gov>  
To: Jeremy Hudson <jeremy.hudson@cachecounty.gov>  
Cc: Mimi Calverley <mimi.calverley@cachecounty.gov>

Tue, Apr 28, 2026 at 3:20 PM

Hi Mimi,

No concerns from the health department, thank you!

On Tue, Apr 28, 2026 at 3:15 PM Jeremy Hudson <jeremy.hudson@cachecounty.gov> wrote:  
Hey Mimi we are all clear as far as maintenance on this event

Jeremy Hudson  
Road Superintendent  
1020 E 600 N  
Hyrum UT 84319  
Phone 435-755-1566  
Cell 435-757-4729  
Email [jeremy.hudson@cachecounty.gov](mailto:jeremy.hudson@cachecounty.gov)

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On Tue, Apr 28, 2026 at 2:41 PM Mimi Calverley <mimi.calverley@cachecounty.gov> wrote:  
Hi Jeremy and Alex,

Last week I sent over the proposal for the Smithfield Health Days Fun Run. Since the applicant submitted late and the event is scheduled for this weekend, I am trying to expedite the approval process.

Could you please review the application and provide your feedback as soon as possible?

On Tue, Apr 21, 2026 at 2:28 PM Mimi Calverley <mimi.calverley@cachecounty.gov> wrote:

I am writing to request your review of the attached special event application for Smithfield Health Days Fun Run. This event is scheduled to take place May 2, 2026.

Please note that this permit only applies to the portions of the event that occur within the unincorporated county or on County Facilities.

Kindly provide your comments or any requests for additional information from the applicant by **May 5, 2026**. If I do not hear from you by this date, I will assume there are no concerns and proceed with the application.

Thank you for your time and assistance!

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Much Appreciated,

**Mimi Calverley**  
Office Specialist  
Cache County Development Services  
[mimi.calverley@cachecounty.gov](mailto:mimi.calverley@cachecounty.gov)  
179 North Main, Suite 305, Logan, UT 84321  
435-755-1640



### Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
April 8, 2026	Mimi Calverley	N/A		\$75.00

### Event Information

Event: Smithfield Health Days Fun Run Type: Race

Dates with starting/ending times: May 2, 2026 8:30 am - 11:30 am

### Agent/Contact Information

Agent/Contact: Richard Varela Email: rvarela@smithfieldutah.gov

Phone: 435-563-0048 Mailing Address: 315 E. 600 S. Smithfield, UT 84335

Name of Promoting Entity: Smithfield City

### Acknowledgment

In accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the information contained in this application is accurate and complete to the best of my knowledge.

[Signature] 4-6-26  
Applicant Date

**Application Deadline:** Completed application forms must be submitted to the Cache County Development Services Office forty-five (45) calendar days before an event is scheduled to take place. This allows sufficient time for evaluation of the application. Late applications shall be denied unless the applicant demonstrates that compliance with the 45 day deadline was impractical or impossible due to the nature of the event. A special event permit application may be approved and a permit issued to the applicant by the Director upon approval by all the agencies specified in Section 8.40.40.

**Authority:** Cache County has no authority to approve permits for events other than in the unincorporated area of Cache County. Permits issued by Cache County apply only to the unincorporated area of the county, and if an event crosses into a municipality within Cache County or across the county line, applicants should determine if a permit is necessary in the other jurisdiction.

**Right to Deny:** Cache County reserves the right to deny permit applications for proposed special events which may pose, or have posed a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public. In the event the application is denied, the applicant may appeal to the Cache County Executive.

## **Application Checklist**

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*A complete application must include the following unless specified otherwise:*

- 1)  Completed application form and application fee (\$75 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply.
- 2)  Proposed location, including a plat or map of the proposed area to be used, including any barricade, street route plans or perimeter/security fencing.
- 3)  Total number of participants: Estimate must include event staff, participants, and spectators.
- 4)  Public health plans, including plans for culinary water supplies, solid waste collections and disposal, and waste water (toilet facilities).
- 5)  Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums: \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$100,000 property damage.
- 6)  Fire prevention and emergency medical services plans.
- 7)  Security plans and/or law enforcement response.
- 8)  Admission fee, donation, or other consideration to be charged or requested.
- 9)  Plans for parking
- 10)  *If* the event will be held on private property, a current taxation certification for that property.
- 11)  Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed event.

## **Project Review Process**

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- The applicant is encouraged to meet with staff prior to the deadline date to discuss the project and ensure that the information submitted is sufficient to provide a complete review of the project.
  - After the application is accepted, information packets are sent to various departments, agencies, and affected municipalities that provide comments and/or approval for the proposed event to the Director of Development Services.
  - In some instances a pre-event meeting may be held with planning staff and representatives from the departments and agencies that provide comments on the project review. Any issues present on a project will be discussed with the appropriate department or agency.
  - A draft permit is made available to the reviewing agencies, affected municipalities, staff, and the applicant.
  - Following agency/department review and approval, and correction of any outstanding concerns/issues, the permit can be issued.
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## Health Days Fun Run Permit Application

1) NA, City Government Organization

2) The race will begin at Mack Park and head up Smithfield Canyon. The One mile and 5k routes are out and back routes so they will return to Mack Park on Canyon Rd. The 10k will return to the park via Upper Canyon road. Smithfield Police Department will have three cars along the route. One unit will be at 50 N. Canyon Rd. to close off Canyon Rd. during the race. Another will lead the runners up the canyon during the mass start to ensure their safety then park at Canyon Rd. and Upper Canyon Rd. to reroute cars to Upper Canyon Rd. The third unit is on Canyon Rd. at the 10k turnaround to inform vehicles of the race and help them travel safely. (See attachment)

3) We will have approx. 250 participants, 30 staff and volunteers, and 30-40 spectators. Spectators will be at Mack Park.

### 4) Health Plan-

Post-race recovery food will be pre-made/pre-packaged.

### Water-

There will be three aid stations with water for participants. We will have culinary water and restroom facilities at Mack Park for all participants, spectators, staff, and volunteers.

### Waste-

Each aid station will have trash bags to collect any garbage. All trash/waste will be disposed of in the city dumpsters at Mack Park.

5) NA, City Government Organization

### (6) (7)

As mentioned above, Smithfield Police Department will be present at the event and Smithfield Fire Department will have an EMT onsite. Each aid station will also have a basic first aid kit.

**Medical staffing:** Members of the Smithfield Recreation Center are CPR/AED certified. We will have 8-10 staff members at the event.

List of emergency phone numbers and local hospitals/clinics:

Emergency: 911

Smithfield Police Department: 435-563-8501

Logan Regional Hospital: 435-716-1000

North Cache Valley Clinic: 435-563-4900

Cache Valley Hospital: 435-713-9700

**(8)** Race entry is \$15-34 for 10K/5k and \$10-29 for the one mile. Fees are per participant.

**(9) Parking-** Participant, spectators, staff, and volunteers will park at Mack Park where the start and finish line is. There are approx. 65 parking stalls at Mack Park with spots available on the street if needed. The number of spots is more than enough as the vast majority of participants will carpool.



Mimi Calverley <mimi.calverley@cachecounty.gov>

## Fwd: 16 Crossings Trail Run Permit Application

Richard Varela <rvarela@smithfieldutah.gov>  
To: Mimi Calverley <mimi.calverley@cachecounty.gov>

Tue, Apr 21, 2026 at 10:54 AM

Mimi

Oh for sure, I completely agree. Traffic control and road issues are extremely important. I've attached what our finish line area looks like with some additional notes below:

- We have four toilets by the finish line area with four additional toilets by the parking lot if needed.
- The start/finish line chute has steel crowd control barriers to protect the runners. The chute only occupies the south bound lane/parking. We leave the north bound lane open at all times for emergency vehicles and local traffic.
- We have three Smithfield City Police units controlling traffic. I believe their location and traffic control plan were previously sent but I can send something if needed. Basically, we keep all the runners in the park until right before the start time. The police then start diverting traffic for the start of the race with an additional unit by the 5k turnaround in the canyon as a visual for drivers to slow down. Additionally, the entire route has A-frame signs warning drivers that there are runners on the road and we post 15-20 volunteers in safety vests at all turns. We stagger the start times as well so there isn't a huge horde of runners going down the road at one time and advise all runners to follow all traffic laws.

Let me know if you need anything else, thank you!!

[Quoted text hidden]

[Quoted text hidden]



HD Run finish line area.png  
905K

# Health Days Fun Run



**—** Parking

**—** Start/Finish Line Chute  
w/ Steel Crowd Control  
Barricades

**—** Restrooms

**—** Post Race Food,  
Awards, etc.

**●** Police Unit

# Health Days Fun Run

## 10K, 5K, Mile



- 5K Route
- 10K Route
- Mile turn around
- Aid Station
- Police Unit