**RICHMOND CITY CORPORATION**
**90 SOUTH 100 WEST**
**RICHMOND, UTAH 84333**

# AGENDA

Public Notice is given that the Richmond City Council will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Thursday, March 20, 2025.** The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Lyle Bair.

1. Approval of the city council meeting minutes from February 20, 2025.

2. Recognition of Jay Bair for years of dedicated service on the Planning Commission.

3. Recognition of Don Sheffer for years of dedicated service on the Cache Mosquito Abatement Board of Trustees.

4. Discussion and possible vote on Resolution 2025-03, a Resolution amending the Dispatch Services Fee.

5. Discussion and possible vote on Resolution 2025-02, a Resolution to inform the State of Utah Water Quality Board of actions taken concerning the Municipal Wastewater Planning Program Report for 2025.

6. Discussion on Ordinance 2024-12, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-900 “Zones” adding in its entirety Part 12-911 “Residential Multiple-Family Zone “RMF””, Sections 12-911-1 “Purpose”, 12-911-2 “Width, Density and Yard Regulations”, 12-911-3 “Height Regulations”, 12-911-4 “Modifying Regulations”, 12-911-5 “Group Dwelling Standards”, 12-911-6 “Parking, Loading and Access”, 12-911-7 “Landscaping”, 12-911-8 “Trash/Garbage”, 12-911-9 “Development in Phases”, 12-911-10 “Allowed Uses” and 12-911-11 “Density Bonus and Incentives”.

7. Staff reports and monthly financial review

8. Council Member and Mayor Reports

9. Closed Meetings to hold a strategy session to discuss the purchase, exchange or lease of real property and a project proposal and to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a) and (d).

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 Office at (435) 258-2092, at least 3 days before the date of the meeting.

**RICHMOND CITY COUNCIL** **FEBRUARY 20, 2025**

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, February 20, 2025. The meeting began at 6:30 P.M.; Council Member Amber Ervin was in the chair. The opening remarks were made by Bryce Wood.

The following Council Members were in attendance: Amber Ervin, Joel Draxler, and Bryce Wood.

Mayor Paul Erickson and Council Members Lyle Bair and Daryl Black were excused.

City Administrator HollyJo Karren, Kassy Greer, Karyn Tejan, and City Recorder Justin Lewis were also in attendance.

VISITORS: Todd Smith, John Hortin, Kassy Greer, Duncan Greer, Cindy Smith, Steve Liechty, Dave Cavanaugh, Lyndsey Bair

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM JANUARY 16, 2025.**

***A motion to approve the January 16, 2025 city council meeting minutes was made by Bryce, seconded by Joel and the vote was unanimous.***

Yes Vote: Ervin, Draxler, Wood
No Vote: None
Absent: Bair, Black

**ACCEPTANCE OF A DONATION FROM THE ROCKY MOUNTAIN POWER FOUNDATION FOR ASSISTANCE ON REPLACING THE ROOF OF THE "RELIEF SOCIETY" BUILDING LOCATED AT APPROXIMATELY 30 E MAIN.**

**JUSTIN**: We would like to thank local regional manager Steve Liechty, Rocky Mountain Power and the Rocky Mountain Power Foundation for their continued support of the city. They have helped the city on many projects in the past with donated labor as well as with financial contributions to Black & White Days and this project. Without the Rocky Mountain Power Foundation contribution and donations from others this project would not have been possible. Steve, Cameron Johnson and the rest of the Rocky Mountain Power team are always good to work with.
**STEVE LIECHTY**: I appreciate the opportunity to be here this evening. We want to give back on these types of opportunities. We want to get the message out there that these types of opportunities are available. The Rocky Mountain Power Foundation is a 501(c)(3) entity. I like to see these types of funds stay in the valley. In the three states I work in, over $2,000,000 has been provided in the last few years for these types of projects. Most of the approvals have been from $2,000 to $10,000. It is good for us to give back.
**AMBER**: I get asked all the time how do we make things work? It is because of people with big hearts. It makes all the difference. It is good for our residents to know that this donation came from a local company that supports the city.
**STEVE**: The number one thing I tell people is to apply. I would encourage you to continue to apply in the future as well.
**AMBER**: I would like to issue a formal thank you from the mayor and council members who were unable to attend this evening.
**STEVE**: We appreciate our partnership with the city. We have done a lot of infrastructure work in the city recently. We have done some big expansion projects at local companies such as Pepperidge Farms, Lower Foods and the new flour mill. I know this has required some of your roads and sidewalks to be torn up while the work was completed. The projects have vastly improved our reliability.
**AMBER**: The last renovation projects on that building were in approximately 1993.

**APPROVAL OF TODD SMITH AS A MEMBER OF THE RICHMOND CITY PLANNING COMMISSION.**

**JOEL**: There is a vacancy on the Planning Commission. Jay Bair has served for two terms and his time is up. We will recognize him at a future council meeting for his service. We are presenting Todd Smith to take his place. I have asked Todd to give us a brief introduction about himself.
**TODD SMITH**: I have lived in Richmond for about 3 ½ years. I come from Lehi, Utah. I taught high school history. I want to be involved in the local community and appreciate the opportunity to serve.

> ***A motion to appoint Todd Smith as a Commissioner on the Richmond City Planning Commission was made by Bryce, seconded by Joel and the vote was unanimous.***

Yes Vote: Ervin, Draxler, Wood
No Vote: None
Absent: Bair, Black

**AMBER:** I appreciate you previously attending council meetings and being involved with the DUP (Daughters of Utah Pioneers).

**APPROVAL OF JOHN HORTIN AS A MEMBER OF THE RICHMOND CITY PLANNING COMMISSION.**

**JOEL:** There is an opening on the Planning Commission for an alternate as well. If a commissioner is not in attendance, then the alternate fills their seat and votes. The alternate attends all meetings and takes part in the discussion. They just don't vote if the other five commissioners are in attendance. We have asked John Hortin to fill this position.
**JOHN HORTIN:** I grew up in Smithfield. I will have lived in Richmond for seven years this coming August. I enjoy raising my four children here. Richmond reminds me of Smithfield when I was young. I think we need to accept growth is coming and manage it in a responsible way. I am happy to help where needed.

> ***A motion to appoint John Hortin as a Commissioner on the Richmond City Planning Commission was made by Joel, seconded by Bryce and the vote was unanimous.***

Yes Vote: Ervin, Draxler, Wood
No Vote: None
Absent: Bair, Black

**AMBER**: My first two years on the council I worked with the planning commission. I welcome anyone who is willing to help and serve.

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2025-01, A RESOLUTION APPOINTING DUNCAN GREER AS A TRUSTEE REPRESENTING RICHMOND CITY ON THE CACHE MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES.**

**JUSTIN**: Don Sheffer has served as the Trustee for the city on the Cache Mosquito Abatement District (CMAD) for the last four years. His term has come to an end. Each city and town in the valley have a representative on the CMAD board. Each Trustee votes on behalf of their city or town. It might not seem like a glorious position dealing with mosquitoes but we need someone from the city to represent the city. Duncan Greer is willing to fill this role. The CMAD Board meets once a month on the last Thursday of each Month in North Logan. We appreciate Duncan's willingness to serve and represent the city.
**AMBER**: I had no idea what CMAD was in the past. We learned about it as we are required to fill out some forms each year where we have honeybees.
**BRYCE**: West Nile Virus and other bad issues come from mosquitoes.
**AMBER**: I am thankful Duncan is willing to serve on behalf of the city.
**BRYCE**: I think it is great as well.

***A motion to approve Resolution 2025-01, a Resolution appointing Duncan Greer as a Trustee representing Richmond City on the Cache Mosquito Abatement District Board of Trustees was made by Bryce, seconded by Joel and the vote was unanimous.***

Yes Vote: Ervin, Draxler, Wood
No Vote: None
Absent: Bair, Black

**STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.**
**MBR PLANT OPERATOR JOB POSTING**

**HOLLY:** We are working on Black & White Days right now. It is a big priority. Melissa is working hard on the vendor booths. We are working to obtain permitting for the bike race. John is making some minor improvements to the Hamburger Stand. We are planning road improvement projects for the upcoming year. The staff has done a lot of snow removal in the last few days. The next two orders of cassettes for the MBR Plant have been ordered. The screens have been ordered as well. The cassettes will take over a month to receive and we don't know when the screens will arrive. The SCADA system has been connected and now the engineering company can track flows. The city movie night is going well. Right now, the plan is to show a movie once a month. Thanks to Lee's Marketplace for providing popcorn and bottled water. We want to offer concessions in the future. We are considering adding some Friday night activities if we get good participation. I appreciate all of the groups who are willing to help out. We are always looking for volunteers to help. The youth council will oversee the movie in March. The March showing will be Twister.

**JUSTIN**: Kudos to Holly, Melissa and Josie for their continued work on making forms available online and to be able to be submitted without coming into the office. On the website we have recently added online applications for dog licenses, business licenses and this week we added the parade application. We are posting a lot of information on Black & White Days on the website. There is information on all of the activities and it is being updated continuously. We are very excited to have a free concert and fireworks show on the Friday night of Black & White Days week. Thanks to the companies who made donations to make these events free. In January we collected $57,033 in sales tax revenue. We received our first reimbursement request on the 400 West COG (Council of Governments) road project in the amount of $621,965. We will submit one more reimbursement request when the project is completed before the end of the fiscal year. We received a Class "C" Roads fund allocation in the amount of $37,564. Once a year, starting last year, we receive a distribution for RTIF (Rural Transportation Investment Fund) funds and this year the amount was $62,931. These funds are like Class "C" Road funds in how we manage and spend them. The cemetery district paid their contract amount of $37,595 which pays their contract for January through June 30th. We received a $5,000 donation from the Rocky Mountain Power Foundation and those funds have been deposited. We also received additional funds from other sources on the project and they will show up in the February financials. The RAPZ Tax project application for this year has been submitted which is a major renovation project at the Community Building. The deadline is March 7th but we wanted it submitted well in advance of the deadline. We should know around the last week of May if the application has been approved. The Relief Society building roof project in the amount of $13,360 has been paid. We paid the Smithfield City fire contract amount of $50,944. This contract is now paid through June 30th. The March council meeting will be held on the 20th and the April council meeting has been rescheduled to the 24th.

**HOLLY:** I have a few other items I failed to mention earlier. The Black & White Days building remodel project is complete with the exception of the electrical and it will be completed soon. The first bathroom in the library has been completed and the second bathroom remodel should be completed in March. We are asking for sports committee volunteers. We are looking at adding flag football and soccer if we can get some help. So far six people have expressed a desire to be involved. Baseball registration will start on March 1st and be completed online. We need to move forward with the posting for the MBR Plant Operator job. It will be posted on Monday, March 3rd and run through March 14th. At that point we will assess how to move forward. We need to let the state know and show them we are working toward getting someone on staff with a Level III certification. Weston asked to be excused this evening but he has reviewed and approved the job posting.
**JUSTIN:** Once the job closes and we see how many candidates there are and their qualifications a plan will be made on how to proceed. The council will be involved in the process where this is a full-time position. The job will post in several places including on the state website: www.jobs.utah.gov.

**HOLLY:** In order to keep the state happy, we need someone on staff with the certification no later than July 1st.
**AMBER**: We have a staff capable of running the plant. We just don't have anyone on the staff with a Level III certification. I am hoping a current staff member can achieve it.
**HOLLY:** Bryan Tolbert and Troy Hooley are attempting to pass the examination. Troy is a part-time employee for the city and Bryan is full-time. The test can be taken once a month. For state compliance we need to have someone in place by July 1st.
**AMBER**: I have talked to Shane Lewis about the plant and testing. It is complex. The test is not just about the MBR Plant. There are many things on the test that have nothing to do with our operations.
**HOLLY:** I would estimate that 90% of the test has nothing to do with the operation of an MBR Plant.

## COUNCIL MEMBER AND MAYOR REPORTS

**BRYCE:** The Valentine's gift bag project was a great project providing some cheer to local widows. We had great youth involvement. Kassy oversaw the project. We received a thank you card from one of those who received a gift bag. I would like to introduce our newest adult volunteer, Lyndsey Bair.
**LYNDSEY BAIR**: Long term we hope to stary here. I want to give back to the community and be involved. We have three children and hope to adopt one more.
**BRYCE**: The upcoming city movie night will be in March and the movie will be Twister.

**JOEL**: The planning commission has completed the proposed multi-family ordinance and is sending it to the council for consideration. We are not reviewing it tonight because of a lack of attendees. We will start to review it in March. They are currently working on a use matrix for all zones. The use matrix talks about what is allowed or not allowed in each zone. It will be a help to the staff. They are the ones who have asked for some clarification to be made in the code in this regard. Other communities have something like this in place. It is simply a checklist of what is allowed or not allowed in each zoning classification. Black & White Days is fast approaching. I appreciate the help of the staff. I am helping with the bike and foot races. There are new racecourses for the bike events this year. With the road leading to Cherry Peak being under construction this spring we have to change the course. I am happy to see it changed up this year. I appreciate Karyn Tejan's assistance on the races.

**AMBER**: I was born and raised here and appreciate the community. Karyn, Kassy and Karrie Ann are doing such a great job with the Park Bench. We prepared 18 to-go meals last month. There were 1,300 food items donated to the food pantry. There were 200 visitors to the food pantry. There were also 103 volunteer hours. Thank you all for the donated items and volunteer hours; it makes a difference. The next Park Bench stakeholder meeting will be held on Thursday, March 20th at 6:30 P.M. We would love to have more community involvement in this meeting. During Black & White Days the Park Bench is going to host an art exhibition. All ages can participate.
**KARYN TEJAN**: Last year it was mostly seniors who participated but there were a few younger entrants as well.
**AMBER**: The DUP (Daughters of Utah Pioneers) will have a quilt exhibit during Black & White Days. The Park Community Center will have many events held here during Black & White Days. The dairy food show will be located in this building this year and it is being sponsored by Lower Foods. It will be in the gym. The staff is handling all of Black & White Days this year and the council is assisting where needed. The council has been in charge in the past and things were missed last year. We have shifted things to the staff. Things are coming along nicely. I am not feeling the stress like I did last year. I appreciate the input I received from the State of the City address. I appreciate all of the groups who participated. I received a lot of calls from concerned residents this week. There is still an issue and concern with driveways being blocked during school pickup time. There has been a lot of discussion about things going on in the city on social media. If a person has a concern about an ordinance, planning related item or any day-to-day item of the city, the most reliable source to get information from is the staff, a council member or the mayor. Go to the source. Do not post online and hope to get information. Call and talk to any of us or schedule a time to meet. Having an online discussion with no facts helps nobody. There is no transparency or facts being provided online. We have an amazing community. We can be better if we have a discussion about issues and work to resolve them. Nothing is solved via social media. I hear things all the time from residents and then I talk to the staff and they know nothing about it. If you care, call the city and let them know of the issue. The issue might be minor or major but let's work to resolve it before it gets worse. Thank you all for attending this evening. We are going to discuss the new multi-family zone next month. I have been driving around the city looking at different areas where it could go. I have been looking at building heights and other things in the ordinance. Take the time to learn and be informed.

***A motion to adjourn was made by Bryce, seconded by Joel, and the vote was unanimous.***

Yes Vote: Ervin, Draxler, Wood
No Vote: None
Absent: Bair, Black

Adjournment at 7:14 P.M.

**RICHMOND CITY CORPORATION**

_____
Paul J. Erickson, Mayor

**ATTEST:**

_____
Justin B. Lewis, City Recorder

**RESOLUTION 2025-03**

**A RESOLUTION AMENDING THE DISPATCH SERVICES FEE**

**WHEREAS,** the Richmond City Council recognizes the need for high quality emergency services for the citizens of Richmond; and

**WHEREAS,** the Logan Police Department provides dispatch service, commonly referred to as "911 Service" for all emergency services in Cache County per existing interlocal agreement “Interlocal Agreement”; and

**WHEREAS**, revenue must be set aside to purchase and upgrade equipment due to the increased demand on dispatch services caused by population growth and the increased cost of dispatch services; and

**WHEREAS,** Logan City has not increased the Assessment amount since 2002;

**NOW THEREFORE BE IT RESOLVED** by the Richmond City Council that the Central Dispatch Fee schedule attached as Amendment No. 1 to the Interlocal Agreement for Dispatch Services is hereby adopted and shall be in effect pursuant to the terms of the Interlocal Agreement.

Approved and signed this 20th day of March, 2025

**RICHMOND CITY CORPORATION**

_____
Paul J. Erickson, Mayor

**ATTEST:**

_____
Justin B. Lewis, City Recorder

**AMENDMENT NO. 1**
**TO THE INTERLOCAL AGREEMENT FOR DISPATCH SERVICES**
**BETWEEN LOGAN CITY AND RICHMOND CITY**

This AMENDMENT NO. 1 ("Amendment") is made this ___ day of _____ 2025, to the INTERLOCAL AGREEMENT FOR DISPATCH SERVICES ("Agreement") between Logan City ("LOGAN") and Richmond City ("USER") executed on July 21, 2017.

**BACKGROUND**

The Parties entered into the Agreement to govern the dispatch services LOGAN provides USER. Pursuant to the Agreement, LOGAN has assessed USER a Three Dollar ($3.00) per month per household or commercial site rate ("Assessment") for those households/sites located within USER's boundaries. LOGAN has not increased the Assessment amount since 2002. Due to the increased demand for dispatch services caused by population growth and the increased cost of the dispatch services, the Parties recognize that it is necessary to make a slight increase to the Assessment. The purpose of this Amendment is to express the Parties' consent (expressly conditioned upon approval by the Parties' relative legislative bodies) to increase the Assessment charged to USER for the dispatch services provided by LOGAN.

**AMENDMENT**

Accordingly, the Parties agree to amend the Agreement as follows:

1. Section 3(A) in the Agreement entitled "ASSESSMENTS FOR OPERATING COSTS" is hereby revoked and replaced with the following:

> A. The USER shall be assessed for services received and the assessment shall be currently equivalent to Three Dollars and Thirty Cents ($3.30) per month, per household or commercial site located with the USER's boundaries. This assessment may be amended by LOGAN upon due notice to and with USER's approval. USER shall have an opportunity to appear before LOGAN at a regularly scheduled LOGAN municipal council meeting with respect to the amount of the assessment.

i. The above assessment is equal to a ten percent (10%) increase on the current three-dollar ($3.00) rate. The ten percent (10%) increase is for fiscal year 2026 (July 1, 2025 – June 30, 2026) only. The Parties agree that there will be a three percent (3%) increase each year thereafter, beginning in fiscal year 2027 (July 1, 2026 – June 30, 2027) and continuing through, and including, fiscal year 2030 (July 1, 2029 – June 30, 2030).

2. Add Section 3 (E) titled "NON-APPROPRIATION." Section 3 (E) shall read:

A. This Agreement recognizes that the parties are governmental entities which rely upon the appropriation of funds by their respective governing bodies to satisfy obligations. As such, if the City of Richmond determines that it does not have funds to meet its obligations under this Agreement, it shall have the right to terminate the Contract without penalty on the last day of the fiscal period for which funds were legally available.

3. Integrated Agreement: Apart from the Amendments described above, the Agreement remains unchanged and in full effect and shall be interpreted as a part thereof as a single integrated agreement.

**IN WITNESS WHEREOF**, this Amendment is signed by the Parties on the date indicated below.

| LOGAN CITY | RICHMOND CITY |
|---|---|
| _____ | _____ |
| Mayor Holly Daines | Mayor Paul Erickson |
| Date: | Date: |
| ATTEST: | ATTEST: |
| _____ | _____ |
| Teresa Harris | Justin Lewis |
| Logan City Recorder | Richmond City Recorder |

**Cache Valley Dispatch Center – 20 positions (currently only have 17 dispatchers and 4 of those are trainees). High level of training/certifications/expertise required. Dispatch all 1st Responder (police/fire) calls in Cache Valley, USU, and UHP.**

| Summary 911 Fees and Expenses | | |
|---|---|---|
| **Description** | | **Adopted Budget 2025** |
| E911 Fees (Phone Revenue) | | 815,000.00 |
| Other Intergovernmental Revenue | (Spillman Reimbursement) | 35,000.00 |
| Communication Center Fees: | (Paid by Logan City) | 748,000.00 |
| Communication Center Fees | (Contract Cities) | 990,000.00 |
| PTIF 0334 Interest | ( Reserve account interest) | 15,000.00 |
| Miscellaneous Revenue | (UHP/USU Contracts) | 301,409.00 |
| | | |
| Total Revenue | | 2,904,409.00 |
| | | |
| | | |
| Salaries and Wages | | 2,032,405.00 |
| Operations (software, training, phone lines, Admin, IT, Risk) | | 440,882.00 |
| Radios | | 305,122.00 |
| Equipment | | 126,000.00 |
| | | |
| Total Expenditures | | 2,904,409.00 |

*No rate increase in 23 years (except for the $1 fee adopted in 2013 for radio upgrade).

*Average Inflationary Rate of 14% for past two years.

*People/Technology/Equipment increasingly expensive.

*Increased wages/benefits (29%)

-Box Elder starts at $27.50/hr

-Rich Co. starting wage $26/hr

-Our starting wage: $22.85/hr

*More customers, more calls but no increase in personnel:

2011 – 39,000+ calls dispatched

2024 – 58,000+ calls dispatched

**To mitigate increasing expenses, we have:**

- Reduced staff from 21 to 20 for immediate & needed wage increases.
- Increased contract fees with USUPD and UHP.
- Always seeking for and apply for yearly grants.

**We are proposing the following increase to 911 residential fees:**

2025 10% increase on the current $3 dollar rate for 2025 ($.30 increase per month/per residence $3.60 year - $118k budgetary increase)

2026 3% increase for 2026 ($.09.9 cent increase/$3.39 per month - $37k budgetary increase)

2027 3% increase for 2027 ($10.1 cent increase/$3.50 per month)

2028 3% increase for 2028 ($10.5 cent increase/$3.60 per month)

2029 3% increase for 2029 ($10.8 cent increase/$3.71 per month)

**RESOLUTION 2025-02**

**A RESOLUTION BY THE CITY COUNCIL OF RICHMOND CITY, UTAH, TO INFORM THE STATE OF UTAH WATER QUALITY BOARD OF ACTIONS TAKEN CONCERNING THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR 2025.**

**WHEREAS,** the Municipal Wastewater Planning Program is a program established by the State of Utah Department of Environmental Quality to assist cities in evaluating their wastewater and treatment facilities, their financial planning for current and future needs, and to assess their preparedness for future development potential.

**WHEREAS,** the purpose of the municipal wastewater planning annual report is to allow Richmond City to identify and solve potential problems in the wastewater collection system before they become serious and costly.

**WHEREAS,** there are benefits for Richmond City that may be accrued by completion of the Self-Assessment Report, to which; Richmond City will receive additional points on the Utah wastewater project priority list/system, which is used to allocate funds under the wastewater grant and loan programs. The results of the report are used to focus the state's technical assistance program

**NOW, THEREFORE BE IT RESOLVED,** by the City Council of Richmond City, Utah that:

1. One, the City Council acknowledges to the State of Utah Water Quality Board that they have received and reviewed the attached municipal wastewater planning program report for 2025, and

2. The City Council has implemented all appropriate actions necessary to maintain the collection system requirements contained in the Utah Pollution Discharge Elimination System (UPDES) Permit.

Approved and signed this 20th day of March, 2025

**RICHMOND CITY CORPORATION**

_____
Paul J. Erickson, Mayor

**ATTEST:**

_____
Justin B. Lewis, City Recorder

Here's what was received.

# Full MWPP Survey - 2025

Municipal Wastewater Planning Program survey for the year 2024.

### Email *

btolbert@richmondutah.gov

### Section I: General Information

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page

### What is the name of the Facility? *

Richmond City Wastewater Treatment Plant

### What is the Name of the person responsible for this organization? *

Bryan Tolbert

### What is the Title of the person responsible for this organization? *

Operator

### What is the Email Address for the person responsible for this organization? *

btolbert@richmondutah.gov

### What is the Phone number for the person responsible for this organization? *

4355341015

### Please identify the Facility Location? *

Please provide either Longitude and Latitude, address, or a written description of the location (with area or point).

150 E. State Route 142, Richmond, UT 84333

### Are you a federal facility?

A federal facility is a military base, a national park, or a facility associated with a federal government organization (e.g., BLM, Forest Service, etc.)

Yes

No

## Financial Evaluation Section

As you begin this survey you must keep in mind which part of the wastewater system that you represent, unless you represent it all (e.g., collections, treatment, or both). If you only represent the collection system please respond to each question thinking only of collection system data as you proceed through this survey. The same goes for treatment and both. If you get a question that does not apply to the part of the system which you represent then leave it unanswered. However, please try to answer as many questions as you possibly can.

### This section is completed by:

Bryan Tolbert

### Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

### Are you collecting 95% or more of your anticipated sewer revenue?

Yes

No

### Are Debt Service Reserve Fund requirements being met?

Yes

No

### Where are sewer revenues maintained?

General Fund

Combined Utilities Fund

Other

### What was the average MONTHLY User Charge for 2024?

$79

### Do you have a water and/or sewer customer assistance program (CAP)?

Yes

No

### Are property taxes or other assessments applied to the sewer systems?

Yes

No

**What is the yearly amount of revenue that you receive from these taxes?**

N/A

**Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?**

Yes

No

**Are projected sewer revenues sufficient to cover operation & maintenance, and repair and replacement costs for the next five years?**

Yes

No

**Does the sewer system have sufficient staff to provide proper operation & maintenance, and repair and replacement?**

Yes

No

**Has a repair and replacement sinking fund been established for the sewer system?**

Yes

No

**Is the repair & replacement sinking fund sufficient to meet anticipated needs?**

Yes

No

**Are sewer revenues sufficient to cover all costs of current capital improvements projects?**

Yes

No

**Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?**

Yes

No

**Are projected Capital Improvements Reserve Funds sufficient for the next five years?**

Yes

No

**Are projected Capital Improvements Reserve Funds sufficient for the next ten years?**

Yes

No

**Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?**

Yes

No

**Have you completed a rate study within the last five years?**

Yes

No

**Do you charge Impact fees?**

Yes

No

**If you charged Impact Fees, how much were they? =**

If not a flat fee, use total collected impact fees for the year divided by the total number of entities who paid fees that year.

7,037

**Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?**

Yes

No

**Do you maintain a Plan of Operations?**

Yes

No

**Have you updated your Capital Facility Plan within the last five years?**

Yes

No

**In what year was the Capital Facility Plan last updated?**

2024

**Do you use an Asset Management system for your sewer systems?**

Yes

No

**Do you know the total replacement cost of your total sewer system capital assets?**

Yes

No

**Replacement Cost =**

N/A

**Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?**

Yes

No

**What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost?**

10

Describe the Asset Management System. Check all that apply:

- [ ] Spreadsheet
- [ ] GPS
- [x] Accounting Software
- [ ] Specialized Software

**What is the 2024 Capital Assets Cumulative Depreciation for your facility?**

372,910

**What is the 2024 Capital Assets Book Value?**

Book Value = (total cost) - (accumulated depreciation)

4,647,626

**Cost of projected capital improvements - Please enter a valid numerical value - 2024?**

21,653

**Cost of projected capital improvements - Please enter a valid numerical value - 2025 through 2029?**

1,000,000

**Cost of projected capital improvements - Please enter a valid numerical value - 2030 through 2034?**

10,000,000 to 50,000,000

**Cost of projected capital improvements - Please enter a valid numerical value - 2035 through 2039?**

0

**Cost of projected capital improvements - Please enter a valid numerical value - 2040 through 2044?**

0

Purpose of Capital Improvements - 2024? Check all that apply.

- [x] Replace/Restore
- [ ] New Technology

Increased Capacity

**Purpose of projected Capital Improvements - 2025 through 2029? - Check all that apply.**

☑ Replace/Restore

New Technology

Increased Capacity

Purpose of projected Capital Improvements - 2030 through 2034 Check all that apply.?

☑ Replace/Restore

☑ New Technology

☑ Increased Capacity

**Purpose of projected Capital Improvements - 2035 through 2039? - Check all that apply.**

Replace/Restore

New Technology

Increased Capacity

Purpose of projected Capital Improvements from 2040 through 2044? - Check all that apply.

Replace/Restore

New Technology

Increased Capacity

To the best of my knowledge, the Financial Evaluation section is completed and accurate.

True

False

**Do you have a collection system?** *

Yes

No

## Collection System

Including piping and lift stations.

### This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Bryan Tolbert

### Part I: SYSTEM DESCRIPTION

Please answer the following questions regarding SYSTEM DESCRIPTION.

### What is the largest diameter pipe in the collection system?

Please enter the diameter in inches.

10"

### What is the average depth of the collection system?

Please enter the depth in feet.

8'

### What is the total length of sewer pipe in the collection system?

Please enter the length in miles.

22

### How many lift/pump stations are there in the collection system?

0

### What is the largest capacity lift/pump station in the collection system?

Please enter the design capacity in gpm.

N/A

### Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

### What year was your collection system first constructed?

This can be an approximate guess if you really are not sure.

1975

### In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed?

If more than one, cite the oldest.

2016

### Part II: DISCHARGES

Please answer the following questions regarding DISCHARGES.

### How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

**How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure, except plugged laterals?**

0

## Sanitary Sewer Overflow (SSO)

**Class 1** - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:
(a) affects more than five private structures;
(b) affects one or more public, commercial or industrial structure(s);
(c) may result in a public health risk to the general public;
(d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
(e) discharges to Waters of the State.

**Class 2** - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

**How many Class 1 SSOs were there in Calendar year 2024?**

0

**How many Class 2 SSOs were there in Calendar year 2024?**

0

**Please indicate what caused the SSO(s) in the previous 2 questions.**

N/A

**Please specify whether the SSOs were caused by contract or tributary community, etc.**

N/A

## Part III: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

**Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?**

Yes

No

**Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?**

Yes

No

**What is the number of new commercial/industrial connections in 2024?**

1

**What is the number of new residential sewer connections added in 2024?**

73

**How many equivalent residential connections are served?**

941

## Part IV: OPERATOR CERTIFICATION

Please answer the following questions regarding OPERATOR CERTIFICATION.

**How many collection system operators do you employ?**

2

**What is the approximate population served?**

3,060

**State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at leaset at the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Shane Lewis, Grade II, slewis@richmondutah.gov

**Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Bryan Tolbert, Grade I, btolbert@richmondutah.gov

**Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

**Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?**

Yes

No

## Part V: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

**Have you implemented a preventative maintenance program for your collection system?**

Yes

No

**Have you updated the collection system operations and maintenance manual within the past 5 years?**

Yes

No

**Do you have a written emergency response plan for sewer systems?**

Yes

No

**Do you have a written safety plan for sewer systems?**

Yes

No

**Is the entire collections system TV inspected at least every 5 years?**

Yes

No

**Is at least 85% of the collections system mapped in GIS?**

Yes

No

## Part VI: SSMP EVALUATION

Please answer the following questions regarding SSMP EVALUATION.

**Have you completed a Sewer System Management Plan (SSMP)?**

Yes

No

**Has the SSMP been adopted by the permittees governing body at a public meeting?**

Yes

No

**Has the completed SSMP been public noticed?**

Yes

No

## USMP Public Notice Date

**Date of public notice?**

MM

12

/

DD

20

/

YYYY

2021

## Continue 1

**During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?**

Yes

No

**What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)?**

N/A

**During 2024, was any part of the SSMP audited as part of the five year audit?**

Yes

No

**If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?**

**Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan?**

Yes

No

**Does the collection system have more than 2,000 connections?**

Yes

No

**Has a fats, oil, and grease (FOG) or fats, oil, sand, and grease program been developed by the collection system?**

Yes

No

## Part VII: NARRATIVE EVALUATION

Please answer the following questions regarding NARRATIVE EVALUATION.

**Describe the physical condition of the sewerage system: (lift stations, etc. included)**

In good condition

**What sewerage system capital improvements does the utility need to implement in the next 10 years?**

None

**What sewerage system problems, other than plugging, have you had over the last year?**

None

**Is your utility currently preparing or updating its capital facilities plan?**

Yes

No

**Does the municipality/district pay for the continuing education expenses of operators?**

100%

Partially

Does not pay

**Is there a written policy regarding continued education and training for wastewater operators?**

Yes

No

**Do you have any additional comments?**

N/A

**To the best of my knowledge, the Collections System section is completed and accurate**

True

False

## Wastewater Treatment Options

You have either just completed or just bypassed questions about a Collection System. If this section was bypassed by mistake, in the next question you will have the option to return to the questions on a Collection System. If you are good with the progress up to now, next you will determine what kind of Wastewater Treatment you have, or you can choose NO Wastewater Treatment.

**What kind of wastewater treatment do you have in your wastewater treatment system?**

Mechanical Plant

Discharging Lagoon

Non-Discharging Lagoon

No Treatement of Wastewater

Collections (go back to Collections)

## Mechanical Plant

**Form completed by [name]?**

The person completing this form may receive Continuing Education Units (CEUs).

Bryan Tolbert

## Part I: INFLUENT INFORMATION

Please answer the following questions regarding INFLUENT INFORMATION.

**What is the design basis or rated capacity for average daily flow in MGD?**

0.5

**What is the design basis or rated capacity for average daily BOD loading in lb/day?**

951

**What is the design basis or rated capacity for average daily TSS loading in lb/day?**

834

**What was the 2024 average daily flow in MGD?**

.224

**What was the 2024 average daily loading for BOD in lb/day?**

289

**What was the 2024 average daily loading for TSS in lb/day?**

329

**What is the percent of capacity used by the 2024 average daily flow?**

44.8

**What is the percent of capacity used by the 2024 average daily BOD load?**

30.3

**What is the percent of capacity used by the 2024 average daily TSS?**

39.4

## Part II: EFFLUENT INFORMATION

Please answer the following questions regarding EFFLUENT INFORMATION.

**How many Notices of Violations (NOVs) did you receive for this facility in 2024?**

0

**How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows?**

0

## Part III: FACILITY AGE

Please answer the following questions regarding FACILITY AGE.

**In what year was your HEADWORKS evaluated?**

2023

**In what year was your HEADWORKS most recently constructed, upgraded, or renewed?**

2007

**What is the age of your HEADWORKS?**

17

**In what year was your PRIMARY TREATMENT evaluated?**

2023

**In what year was your PRIMARY TREATMENT constructed, upgraded or renewed?**

2007

**What is the age of your PRIMARY TREATMENT?**

17

**In what year was your SECONDARY TREATMENT evaluated?**

2023

**In what year was your SECONDARY TREATMENT constructed, upgraded or renewed?**

2007

**What is the age of your SECONDARY TREATMENT?**

17

**In what year was your TERTIARY TREATMENT evaluated?**

2023

**In what year was your TERTIARY TREATMENT constructed, upgraded or renewed?**

2007

**What is the age of your TERTIARY TREATMENT?**

17

**In what year was your DISINFECTION evaluated?**

2023

**In what year was your DISINFECTION constructed, upgraded or renewed?**

2007

**What is the age of your DISINFECTION?**

17

**In what year was your SOLIDS HANDLING evaluated?**

2023

**In what year was your SOLIDS HANDLING constructed, upgraded or renewed?**

2007

**What is the age of your SOLIDS HANDLING?**

17

**In what year was your LAND APPLICATION/DISPOSAL evaluated?**

N/A

**In what year was your LAND APPLICATION/DISPOSAL constructed, upgraded or renewed?**

N/A

**What is the age of your LAND APPLICATION/DISPOSAL?**

N/A

## Part IV: DISCHARGES

Please answer the following questions regarding DISCHARGES.

**How many days in the last year was there a bypass or overflow of wastewater at the facility due to equipment failure?**

0

## Part V: BIOSOLIDS HANDLING

Please answer the following questions regarding BIOSOLIDS HANDLING.

**Biosolids disposal (check all that apply)**

Landfill

Land Application

Give Away/Other Distribution

## Part VI: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

**Number of new commercial/industrial connections in the last year?**

1

**Number of new residential sewer connectins added in the last year?**

73

**Equivalent residential connections served?**

941

## Part VII: OPERATOR CERTIFICATION

**How many treatment system operators do you employ?**

2

**State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at leaset at the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Bryan Tolbert, Grade 1, btolbert@richmondutah.gov

**Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Shane Lewis, N/A, slewis@richmondutah.gov

**Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.**

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

**Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?**

Yes

No

## Part VIII: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

**Have you implemented a written preventative maintenance program for your treatment system?**

Yes

No

**Have you updated the treatment system operations and maintenance manual within the past 5 years?**

Yes

No

**Please identify (below) the types of treatment equipment and processes installed at your facility.**

Indicate as many as you need.

- [x] Screens
- [x] Grit Removal
- [ ] Primary Clarifier
- [ ] Imhoff Tanks
- [ ] Fixed Film Reactor
- [ ] Activated Sludge
- [ ] Aerobic Suspended Growth Variations
- [ ] Anaerobic Suspended Growth Variations
- [ ] Physical-Chemical Systems for Organic Removal w/o Secondary Treatment
- [ ] Physical-Chemical Systems for Organic Rimoval Following Secondary Treatment
- [x] Membrane Filtration
- [ ] Suspended-Growth Nitrification and Denitrification
- [ ] Air Stripping
- [x] Phosphorus Removal - Chemical
- [x] Phosphorus Removal - Biological
- [ ] Ion Exchange
- [ ] Reverse Osmosis
- [ ] Media Filtration
- [ ] Dissolved Air Flotation
- [ ] Micro Screens
- [ ] Chlorine Disinfection
- [x] UV Disinfection
- [ ] Effluent Use/Reuse

**To the best of my knowledge, the Mechanical Plant section is comleted and accurate.**

True

False

## Adopt & Sign

**I have reviewed this report and to the best of my knowledge the information provided in this report is correct.** *

True

False

**Has this been adopted by the Council?** *

yes

No

## Not Adopted by Council

**What date will it be presented to the Council?** *

MM

03

/

DD

20

/

YYYY

2025

## End of Survey

This is the end of the survey. Please make sure you have submitted your responses for each section. Thank you for your participation.

Also, if you want a copy of your response to this survey you must click the button immediately below and you must do it before you submit the survey.

Create your own Google Form

Does this form look suspicious? Report

**RICHMOND CITY CORPORATION**
**ORDINANCE 2024-12**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes but is not limited to, establishment of best management practices; and

WHEREAS, management practices may evolve over the passage of time:

NOW THEREFORE, the City Council of Richmond City, County of Cache, State of Utah, hereby adopts, passes and publishes the following:

**AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 "LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)", CHAPTER 12-900 "ZONES" ADDING IN ITS ENTIRETY PART 12-911 "RESIDENTIAL MULTIPLE-FAMILY ZONE "RMF"", SECTIONS 12-911-1 "PURPOSE", 12-911-2 "WIDTH, DENSITY AND YARD REGULATIONS", 12-911-3 "HEIGHT REGULATIONS", 12-911-4 "MODIFYING REGULATIONS", 12-911-5 "GROUP DWELLING STANDARDS", 12-911-6 "PARKING, LOADING AND ACCESS", 12-911-7 "LANDSCAPING", 12-911-8 "TRASH/GARBAGE", 12-911-9 "DEVELOPMENT IN PHASES", 12-911-10 "ALLOWED USES" AND 12-911-11 "DENSITY BONUS AND INCENTIVES".**

BE IT ORDAINED BY THE CITY COUNCIL OF RICHMOND CITY, CACHE COUNTY, UTAH AS FOLLOWS:

1. Sections below shall be added in their entirety.

## PART 12-911 RESIDENTIAL MULTIPLE-FAMILY ZONE "RMF".

### 12-911-1 PURPOSE

The purpose of the Residential Multiple-Family Zone (RMF) is to provide areas throughout the community which shall be characterized by low rise multiple-family and apartment development. This zone is intended to provide an attractive setting for multiple-family apartments, townhomes, and dwelling units which will be harmoniously blended together.

In keeping with the most recent General Plan update there shall be a minimum of fifteen hundred (1,500) feet between lots as measured by following the shortest route of vehicular travel along public thoroughfares, from the nearest point on the boundary line of the property on which a multiple-family dwelling is proposed to the nearest point on the boundary line of any other parcel or lot on which a multiple-family dwelling exists or is proposed for construction.

The fifteen-hundred-foot distance requirement is not applicable to any parcel which abuts a parcel(s) which have the following zoning classification: Highway Commercial Zone (HC), Manufacturing/Light Industrial Zone (MLI), Planned Industrial Commercial Overlay Zone (PIC) or next to a public school.

### 12-911-2 WIDTH, DENSITY AND YARD REGULATIONS

Minimum Yard Requirements (In Feet):

Frontage: 80

Setback Requirements (In Feet):

Front: 30
Side: 20
Rear: 20

## 12-911-3 HEIGHT REGULATIONS

No building or structure shall be erected to a height greater than forty-five feet (45'), to be measured from the threshold of the main entrance at street level to the highest point of the roof. Accessory buildings and other buildings shall not be erected to a height greater than the dwelling, but in no case shall it exceed twenty feet (20') in height.

## 12-911-4 MODIFYING REGULATIONS

Modifying regulations in the Residential Multiple-Family Zone (RMF) are as follows:

A. **Front Yards**: On corner lots, the least of the two (2) front yards shall be a minimum of twenty feet (20') and the combination of the two (2) together shall total a minimum of fifty feet (50').
B. **Side Yards**: Main buildings other than dwellings shall have a minimum side yard of twenty feet (20'). Private garages and other accessory buildings located at least ten feet (10') behind the main building may have a side yard of ten feet (10'), except that the street side yard on a corner lot shall be a minimum of twenty feet (20') for main and accessory buildings.
C. **Rear Yards**: Unsheltered decks, supported by posts and which are less than thirty inches (30") above the ground or greater than eighty-four inches (84") above the ground but, not greater than the uppermost floor level, shall be allowed to project into the required rear yard a maximum of ten feet (10').

## 12-911-5 GROUP DWELLING STANDARDS

The following provisions shall apply to the development of group dwellings as defined in this title:

A. **Group Dwellings**: Group dwellings can be divided and sold as individual buildings/units.
B. **Open Space**:
    1. Open space shall be provided and shall not cover less than forty percent (40%) of the gross site area. The required open space shall be land areas that are not occupied by buildings, structures, parking areas, streets or alleys. Said open space shall be devoted to landscaping, preservation of natural features, patios and recreational areas.
    2. At least fifty percent (50%) of the required open space shall be designated for use as common open space for common enjoyment and use for all residents of the development. Private open space (that provided for each dwelling unit for personal use) shall be located immediately adjacent to, attached to, or within the dwelling unit it is designed to serve and shall be for the exclusive use of the residents of that dwelling unit. Landscaped roof areas or decks attached to individual units may not be calculated as part of the required common open space.
    3. Open space needs to be identified as an area to facilitate snow retention during the winter months.
    4. Detention and retention basins may be counted toward meeting the minimum open space requirement.
C. **Building Orientation**: No residential building shall face the rear of another building on the development site.
D. **Side By Side Buildings**: A separation of at least twenty feet (20') shall be maintained between buildings which are located side by side.
E. **Maximum Number of Units per Building**: The maximum number of dwelling units per building will not be greater than six (6).
F. **Maximum Density**: The maximum number of units per acre will not be greater than ten (10).
G. **Additional Conditions**: The planning commission or city council may impose other reasonable conditions as may be necessary to accomplish the purpose of this title.
H. **Front Yard**: A multifamily front yard is the yard that extends from the front lot line to the foundation of the main building of a multifamily structure. Multifamily structures are buildings that contain multiple

housing units, such as apartment buildings and condominiums. The front facade of a multifamily building should face the street, and the primary entrance should be located on the front facade, with the exception(s) of corner lots allowing the main entrance to be on the side of the building or in a multi building development the main entrance can be on the side of the building while maintaining proper side setbacks. Parking is only allowed in driveways that access from the street and have a garage that is part of the front facade. If no garage is present in the front facade, parking is not allowed in the front yard.

## 12-911-6 PARKING, LOADING AND ACCESS

A. Each lot or parcel in the Residential Multi-Family Zone (RMF) shall provide minimum nine feet wide by twenty feet long (9' x 20') parking stalls located and in numbers as described below.
B. All parking spaces shall be paved with asphaltic cement or concrete and shall be provided with paved access from a public street.
C. Parking spaces shall not be provided within the required front yard.
D. Each dwelling unit shall be provided with at least three (3) parking spaces. A single car attached garage will be considered one (1) parking stall. A two-car attached garage will be considered two (2) parking stalls.
E. Driveways shall be a minimum of two feet (2') wider than the garage door.

## 12-911-7 LANDSCAPING

The following landscaping provisions shall apply in all multiple housing developments within the Residential Multi-Family Zone (RMF):

A. All open space shall be maintained with suitable landscaping of plants, shrubs, trees, grass and similar natural landscaping materials.
B. Initial landscaping shall include at least one tree per two (2) units.
C. There shall be provided a minimum of three feet (3') of landscaped area around the front foundation of all buildings dedicated to foundation planting, ground covers or natural landscaping such as lava rock or bark. In areas where natural landscaping is used a weed barrier or block shall be used to prevent the encroachment of weeds or grass into the landscaped area.
D. In required landscaped areas, all trees shall be a minimum two-inch (2") caliper trunk, and all shrubs shall be a minimum of two (2) gallon size.
E. All areas to be landscaped with grass shall have sprinklers and/or irrigation systems. All other landscaped areas shall be provided with drip or other approved irrigation systems as approved by the planning commission or city council.
F. The area between the curb or street line and the public sidewalk shall be landscaped and maintained by the owner of the property fronting the street.
G. All landscaped areas shall be kept free of weeds and be maintained in a healthy condition. All required vegetation that dies shall be promptly replaced during the current growing season.
H. A perimeter fence around the outside of the overall development boundary shall be installed as part of the development process. The fence shall be a six-foot (6') sight proof fence. Wood and chain link are not allowed.
I. At least twenty-five percent (25%) of the open space shall be water-wise landscaped. See RMC 12-1010-7 "Open Space" for the definition of water-wise landscaping.

## 12-911-8 TRASH/GARBAGE

Trash/garbage shall not be stored in an open area. All trash containers shall be screened from public streets and adjacent properties with a six-foot (6') sight proof fence or wall. Openings of trash enclosures shall be oriented away from public view or screen with sturdy gates wide enough to allow easy access for trash collection. No trash containers or trash enclosures may be located within a required front yard or street side yard setback.

## 12-911-9 DEVELOPMENT IN PHASES

If the Residential Multiple-Family (RMF) Development is to be developed in phases, each phase shall be of such size, composition, and arrangement that its construction, marketing, and operation is feasible as a unit independent of any subsequent phases. Final approval shall be given only to one (1) phase at a time. No construction of any kind shall begin in the second or subsequent phases until sixty-five (65) percent of the total development and amenities, if applicable, of the preceding phase has been substantially completed.

## 12-911-10 ALLOWED USES

Permitted Uses:

A. Single family residence
B. Agricultural crop production
C. Agricultural animal grazing
D. Home occupations
E. Household pets
F. Pre-existing farm buildings built prior to February 20, 2025
G. Country club
H. Residential facilities for elderly persons
I. Residential facilities for persons with disabilities
J. Recreational facilities
K. Common-use facilities

## 12-911-11 DENSITY BONUS AND INCENTIVES

Listed below outlines the requirements and regulations on density bonuses within a Residential Multiple-Family Zone "RMF". All amenities must by approved by the Planning Commission and City Council before the density bonus will be awarded. **In no case shall the density bonus exceed twenty percent (20%) of the base density**. An amenity or feature may not be used to receive a density bonus under more than one density bonus category.

To qualify for a density bonus, developers must meet the following criteria:

**PROXIMITY TO PUBLIC TRANSPORTATION:** Ensure the development is withing a 1,500-foot walking distance, on sidewalks or the edge of the road, of a bus stop, Highway 91 or State Road 142 (SR142) which begins at 200 West Main. Bonus Density Percentage: 5.00%.

**BICYCLE PATHS AND WALKING PATHS:** Additional hard surface internal bicycle and/or walking paths throughout the development in addition to the mandatory sidewalk requirement. Bonus Density Percentage: 5.00%.

**ADA (AMERICANS WITH DISABILITIES ACT) COMPLIANT UNITS:** At least five percent (5%) of the total units, rounded to the nearest whole number, in the project must be ADA compliant. Bonus Density Percentage: 5.00%.

**PARKS AND RECREATION FACILITIES**: Addition of parks and recreation amenities such as but not limited to gym, swimming pool, sport courts, playground, or sport playing fields. These amenities are to promote health and wellness, encourage physical activity and provide recreational opportunities for all ages. Bonus Density Percentage: 5.00%.

2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the validity of the Ordinance as whole, or any other part thereof.

3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.

4. This ordinance shall become effective after the required public hearing and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Richmond City Municipal Code above referred to.

ADOPTED AND PASSED by the Richmond City Council on this 20th day of February, 2025.

**RICHMOND CITY CORPORATION**

_____
Paul J. Erickson, Mayor

**ATTEST:**

_____
Justin B. Lewis, City Recorder