



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

**AGENDA**

Public Notice is given that the Richmond Planning & Zoning Commission will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Tuesday, May 6, 2025**. The meeting will begin at 6:30 PM.

Call to Order

1. Approval of Planning Commission Meeting Minutes from April 1, 2025.
2. Public Hearing for the purpose of discussing Ordinance 2025-02, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-800 “Zoning Establishment”, adding Part 12-805-20 “Utah Water Savers Program”.
3. Discussion and possible vote on Ordinance 2025-02.
4. Public Hearing for the purpose of discussing Ordinance 2025-04, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 9.0 “Miscellaneous Design”, Section 9.01 “Easements”, Chapter 2.0 “Street Design”, Section 2.02 “Curb, Swales, Sidewalk and Ramps”, Chapter “Summary of Amendments to the “Manual of Standard Plans”” and Chapter “Division 33 Utilities”, Section 33 12 33 Water Meter”.
5. Discussion and possible vote on Ordinance 2025-04.
6. Continued discussion on Use Matrix Table.

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 PLANNING & ZONING COMMISSION

City Council Chambers  
90 South 100 West  
Richmond, Utah 84333

The Richmond City Planning & Zoning Commission met in a regularly scheduled meeting at 90 South 100 West Richmond, Utah, at 6:30 p.m. on Tuesday, April 1, 2025

**Commission Members Present:** Cindy Allen, Cache Christensen, Brock Meacham, Todd Smith

**Commission Members Excused:** John Hortin, Brent Wallis

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Joel Draxler (City Council)

**Others Present:** Brady Christensen, Fred Hendricks, Stephen Buttars, Duane Williams, Larry Copeland

Chairman Pro Tempore Brock Meacham called the meeting to order at 6:30 p.m. Chairman Brent Wallis was excused.

Approval of the March 4, 2025 meeting minutes

**\*\*\*Cindy moved to approve the March 4, 2025, Planning Commission meeting minutes. Todd seconded the motion. The motion was approved 4-0.\*\*\***

**Yes Vote: Allen, Christensen, Meacham, Smith**

**No Vote: None**

**Absent: Wallis**

**Public Hearing** for the purpose of discussing Ordinance 2025-01, an Ordinance rezoning Cache County Parcel Number 09-043-0006 from A-10 (Agricultural 10-Acre) to HC (Highway Commercial). The parcel is located at approximately 11480 North Highway 91 and is approximately 5.24 acres.

Stephen Buttars, the applicant, purchased this property approximately 2 1/2 years ago. The property is vacant, but he has been using it to park RVs on, as he owns a dealership. The reason for the rezone request is to continue to park RVs there. They may develop it in the future, but he does not have any current plans for it.

6:33 p.m. **Public Hearing Opened**

Duane Williams recently purchased the property to the north of the property being considered for rezone. He believes the rezone is a good idea; the commercial zone is a sensible choice for this location.

Brady Christensen has a right-of-way that goes through Mr. Williams's property. His only concern is access to the properties via the highway. The Cache Valley Straw Maze had to install a deceleration lane. The Cherry Creek bridge is located at the south end of this parcel, creating a unique circumstance for accessibility.

Mr. Buttars said UDOT (Utah Department of Transportation) wants the access to be directly across from the Pepperidge Farm trailer access on the south end of the plant, as pointed out on the map. UDOT will require a study to be done. He owns the property on the other side of the river as well. UDOT has told him a couple of different things; one of the issues they discussed was building a bridge. He will speak with them further to obtain better clarification on options and requirements.

6:37 p.m. **Public Hearing Closed**

Discussion and possible vote on Ordinance 2025-01

Cache acknowledged Brady's concern about access. This is a concern along the highway, and access can be expensive to install, especially along roads with higher speed limits. When the Cache Valley Straw Maze was installed, a deceleration lane was required for safety. Roads are designed to efficiently and quickly transport vehicles from one point to another; ideal speeds are 50-70 mph. Streets provide access to businesses and homes, prioritizing both commerce and pedestrian traffic. The challenge is to accomplish both tasks along the highway while preserving the highway for transportation and safety.

Mr. Buttars said he will work with UDOT and the requirements they set. Another access would be great; however, that would require asking another landowner for an easement.

Justin confirmed for Cache that the City paid for an upgrade to an 8-inch or 10-inch water main line, which has been installed along the highway which was extended from White Pine Elementary. The staff does not have any concerns at this point, as it is only a request for a rezoning. There will likely be more discussion and issues during the development process.

**\*\*\*Cache moved to recommend approval to the City Council for Ordinance 2025-01, an Ordinance rezoning Cache County Parcel Number 09-043-0006 from A-10 (Agricultural 10-Acre) to HC (Highway Commercial). The parcel is located at approximately 11480 North Highway 91 and is approximately 5.24 acres. Todd seconded the motion. The motion was approved 4-0.\*\*\***

**Yes Vote: Allen, Christensen, Meacham, Smith**

**No Vote: None**

**Absent: Wallis**

Continued discussion of Use Matrix Table

Due to the absence of commissioners Hortin and Wallis, this discussion will be continued at next month's meeting which will be held on Tuesday, May 6, 2025.

Other

Brock provided an update from the City Council's review and discussion regarding the proposed multi-family Ordinance at last month's council meeting. Some wording changes were suggested. The zone will not only be allowed to abut a school zone but can be located within 500 feet of a school zone. Justin said an example of this is that it would be allowed across the street and not necessarily touching the property boundary. Brock said the building height was reduced from 45 feet to 35 feet; the 1,500-foot distance rule was eliminated. Staff has been asked to draft an ordinance to remove the PUD Overlay Zone, which the Council would like to approve concurrently with the multi-family Ordinance, ensuring there are no gaps in the system.

-The meeting adjourned at 6:49 p.m.

Next meeting: Tuesday, May, 6, 2025

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Planning Commission Chairperson

**RICHMOND CITY CORPORATION  
ORDINANCE 2025-02**

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 12-800 “ZONING  
ESTABLISHMENT”, ADDING PART 12-805-20 “UTAH WATER SAVERS PROGRAM”.**

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

1. Sections shall be amended such that the highlighted areas below shall be added and the ~~strikeout~~ areas shall be deleted.

<b>12-805-20 UTAH WATER SAVERS PROGRAM</b>
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The State of Utah has created a landscape incentive program labeled "Utah Water Savers". Water efficient landscapes can be reviewed and applied for at:

<https://conservewater.utah.gov/landscape-rebates/>

Eligibility for waterwise rebates composed by the State of Utah, must meet the minimum standards defined for both new and existing landscape conversion:

- A. No lawn on parking strips or areas less than eight feet (8') in width in new development(s).
- B. No more than fifty percent (50%) of front and side yard landscaped area in new residential developments is lawn. Lawn limitations do not apply to small residential lots with less than two hundred fifty (250) square feet of landscaped area.
- C. In new commercial, manufacturing, industrial, institutional and multi-family development common area landscapes, lawn areas shall not exceed twenty percent (20%) of the total landscaped area, outside of active recreation areas.

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 15th day of May, 2025.

**RICHMOND CITY CORPORATION**

\_\_\_\_\_  
Paul J. Erickson, Mayor

**ATTEST:**

\_\_\_\_\_  
Justin B. Lewis, City Recorder

**RICHMOND CITY CORPORATION  
ORDINANCE 2025-04**

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 MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 9.0 “MISCELLANEOUS DESIGN”, SECTION 9.01 “EASEMENTS”, CHAPTER 2.0 “STREET DESIGN”, SECTION 2.02 “CURB, SWALES, SIDEWALK AND RAMPS”, CHAPTER “SUMMARY OF AMENDMENTS TO THE “MANUAL OF STANDARD PLANS”” AND CHAPTER “DIVISION 33 UTILITIES”, SECTION “33 12 33 WATER METER”.**

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

1. Sections shall be amended such that the **highlighted** areas below shall be added and the ~~strikeout~~ areas shall be deleted.

<b>9.01 EASEMENTS</b>
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- B. ~~Public utility easements shall be established on the sides of each subdivided lot. Minimum widths shall be five (5) feet on the sides of lot and ten (10) feet along front and back of lot.~~
- B. **Public utility easements shall be established with a minimum width of ten (10) feet along the front of each subdivided lot.**

<b>2.02 CURB, SWALES, SIDEWALK AND RAMPS</b>
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6. **Driveway approaches shall be constructed of concrete.**

<b>SUMMARY OF AMENDMENTS TO THE “MANUAL OF STANDARD PLANS”</b>
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Replacement of the following drawings under “**Roadways**”

**249-N Roadway sections 66 foot – local – swales and ribbon curb (1 of 4) – New**

249-N Roadway sections 99 foot – local – swales (4 of 4) – New

Replacement of the following drawing under “**Fire Hydrants**”

521 3/4 “ and 1” meter – Replace with 521-R

<b>SECTION 33 12 33 WATER METER</b>
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Replacement of the following drawing in **3.1 INSTALLATION**

B. Where water lines are located below paved streets or public right-of-ways containing curbs, install valves and meter boxes at the back of the curb per **standard plan 521-R**. Such installation shall be in accessible locations beyond limits of walks and driveway approaches or other pedestrian and vehicular interference.

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.

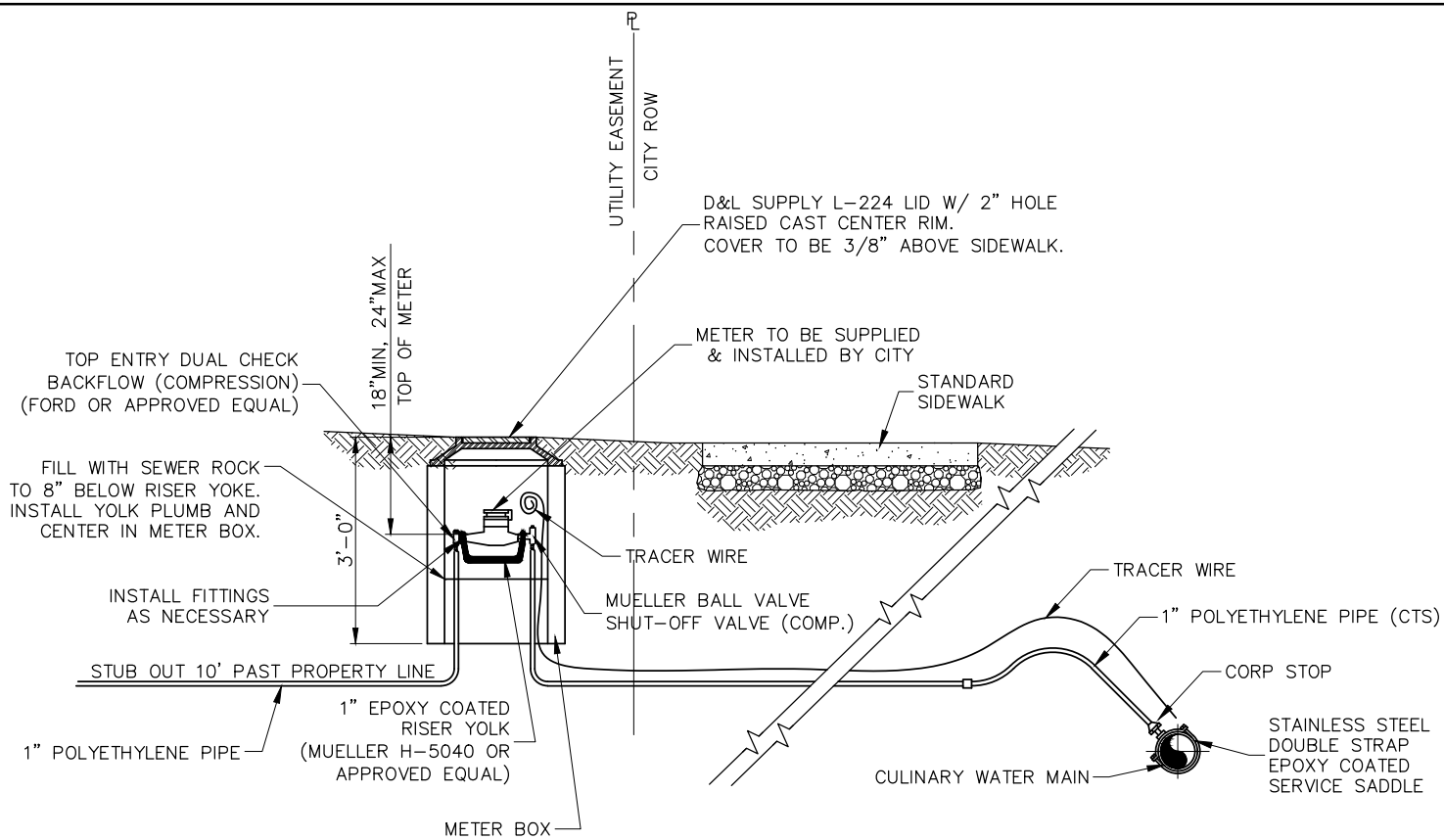
ADOPTED AND PASSED by the Richmond City Council on this 15th day of May, 2025.

**RICHMOND CITY CORPORATION**

\_\_\_\_\_  
Paul J. Erickson, Mayor

**ATTEST:**

\_\_\_\_\_  
Justin B. Lewis, City Recorder



### RICHMOND CITY WATER SERVICE INFORMATION

SERVICE SIZE	METER BOX SIZE	TYPE OF MATERIAL FOR METER BOX	WATER METER	CONNECTION TYPE	BYPASS
3/4"	24" DIA.	POLYETHYLENE	BY CITY	COMPRESSION	NO
1"	24" DIA.	POLYETHYLENE	BY CITY	COMPRESSION	NO
1 1/2"	48" DIA.	CONCRETE	BY CITY	FLANGE	YES
2"	48" DIA.	CONCRETE	BY CITY	FLANGE	YES
3"	60" DIA.	CONCRETE	BY CITY	FLANGE	YES
4"	4'X6' BOX	CONCRETE	BY CITY	FLANGE	YES

**NOTES:**

- FOR 1 1/2" - 4" METERS SEE APWA STANDARD PLANS 522 AND 523
- CONTRACTOR TO PROVIDE NECESSARY FITTINGS WHEN INSTALLING A 3/4" METER TO CONNECT TO 1" METER YOLK. 3/4" METER YOLKS ARE NOT ALLOWED.

## TYPICAL WATER CONNECTION

SCALE: N.T.S.

NOTE: DRAWING REPLACES PLAN 521 OF APWA MANUAL OF STANDARD PLANS, 2017 EDITION

Plot Date: 4/23/2025 2:34 PM Plotted By: Weston Ballou  
 Date Created: 12/01/2025 JUB.COM\CENTRAL\CLIENTS\RICHMOND\CITY\PROJECTS\57-29-012\_2025\GENERAL SERVICES\STANDARD UPDATES 2025\JANUARY\521-R\_METER.DWG

**REUSE OF DRAWINGS**  
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 DESIGN BY: DK  
 CHECKED BY: WB



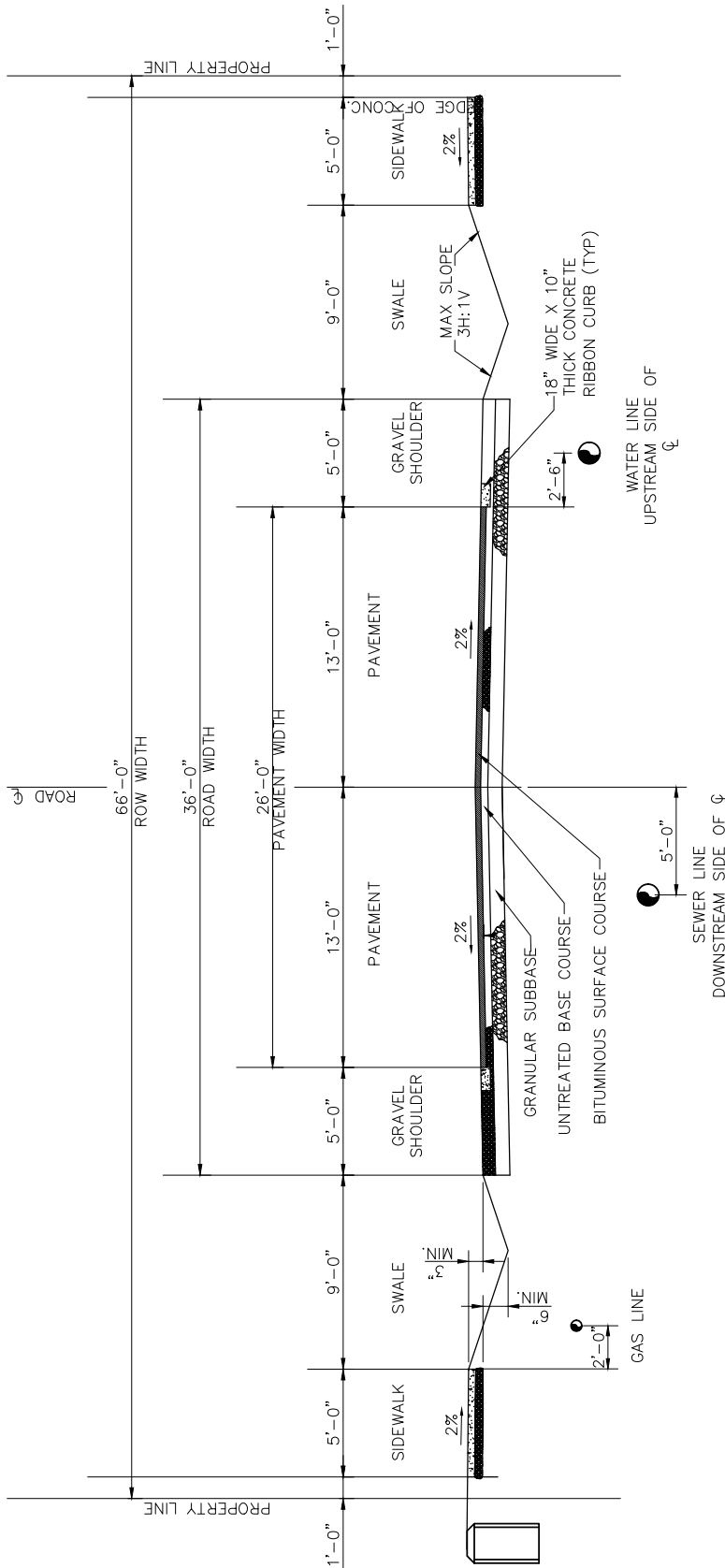
RICHMOND CITY  
 STANDARD PLANS

3/4" AND 1" METER

SHEET

521-R

NO	REVISION DESCRIPTION	BY	APPR	DATE	LAST UPDATED: 4/23/2025



- NOTES:
1. BITUMINOUS SURFACE, UNTREATED BASE COURSE, AND GRANULAR SUBBASE THICKNESSES ARE TO BE DETERMINED BY SOILS REPORT.
  2. COMMERCIAL AND INDUSTRIAL STREET SECTIONS ARE DETERMINED BASED ON A TRAFFIC ANALYSIS FOR THE PARTICULAR USE.
  3. THE CITY ENGINEER SHALL VERIFY PAVEMENT DESIGN PRESCRIBED BY SOILS REPORT.
  4. MINIMUM THICKNESSES OF BITUMINOUS SURFACE UNTREATED BASE COURSE AND GRANULAR SUBBASE ARE 3, 4, AND 12 INCHES RESPECTIVELY.
  5. SIDEWALKS ON BOTH SIDES OF ROAD TO BE SAME ELEVATIONS.

# 66 FOOT - LOCAL - SWALES

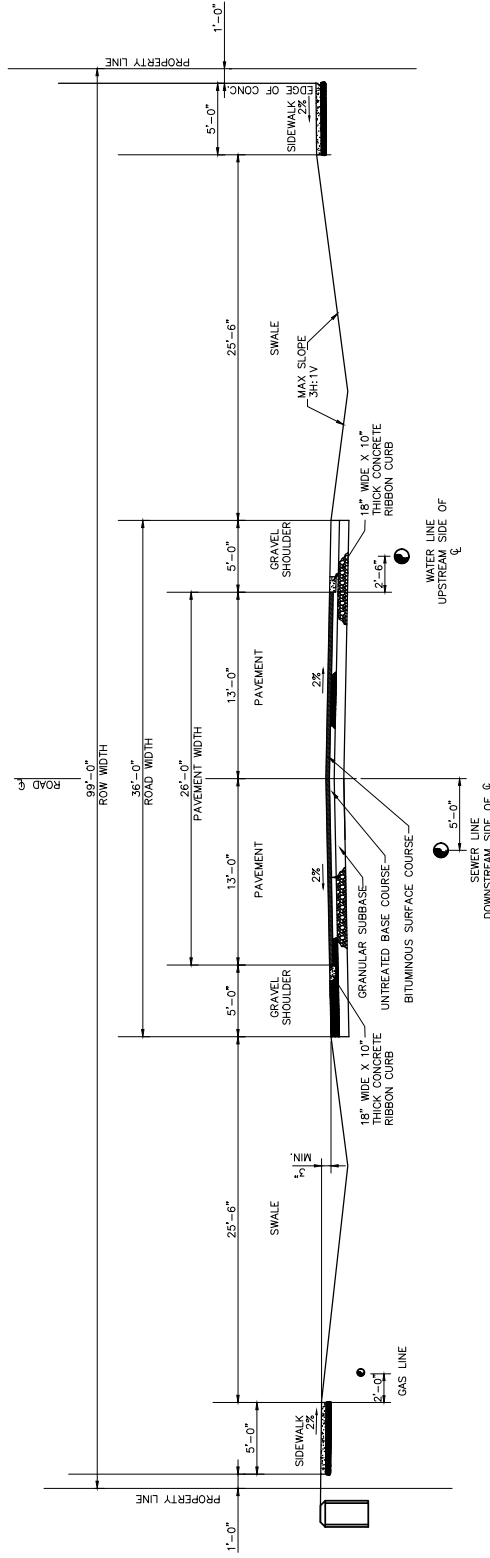
SCALE: NTS

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CHECKED BY:	DK
LAST UPDATED:	4/23/2025



**RICHMOND CITY  
 STANDARD PLANS**  
 ROADWAY SECTIONS  
 66 FOOT - LOCAL - SWALES



- NOTES:  
 1. GRANULAR SURFACE, UNTREATED BASE COURSE, AND GRANULAR SUBBASE THICKNESSES ARE TO BE DETERMINED BY SOILS REPORT.  
 2. COMMERCIAL AND INDUSTRIAL STREET SECTIONS ARE TO BE DETERMINED BASED ON A TRAFFIC ANALYSIS FOR THE PARTICULAR AREA.  
 3. THE CITY ENGINEER SHALL VERIFY PAVEMENT DESIGN PRESCRIBED BY SOILS REPORT.  
 4. UNTREATED BASE COURSE AND GRANULAR SURFACE ARE 3, 8, AND 8 INCHES RESPECTIVELY.  
 5. SIDEWALKS ON BOTH SIDES OF ROAD TO BE SAME ELEVATIONS.

# 99 FOOT - LOCAL - SWALES

SCALE: NTS

REUSE OF DRAWINGS			
NO.	REVISION DESCRIPTION	BY	DATE

FILE:	
JUB PROJ. #:	
DRAWN BY:	MS
DESIGN BY:	DK
CHECKED BY:	DK
LAST UPDATED:	4/23/2025



**RICHMOND CITY  
STANDARD PLANS**

ROADWAY SECTIONS  
99 FOOT - LOCAL - SWALES