



**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, September 2, 2025**. The meeting will begin at 6:30 PM.

Call to Order

1. Approval of Planning Commission Meeting Minutes from July 1, 2025.
2. Public Hearing for the purpose of discussing Ordinance 2025-11, an Ordinance rezoning Cache County Parcel Number 09-051-0018 from RLD (Residential Low Density) to RMD (Residential Medium Density). The parcel is located at 396 West Main and is 0.61 acres.
3. Discussion and possible vote on Ordinance 2025-11.

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, July 1, 2025**

**Commission Members Present:** Cindy Allen, Cache Christensen, Todd Smith, and Brent Wallis

**Commission Members Excused:** Brock Meacham, John Hortin

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

**Others Present:** Debbie Zilles

Approval of the June 3, 2025 meeting minutes

**\*\*\*Cache moved to approve the June 3, 2025, Planning Commission meeting minutes. Todd seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote:** None

**Absent:** Meacham

**Public Hearing** for the purpose of discussing Ordinance 2025-10, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-900 “Zones”, Parts 12-903-2 “Permitted Uses”, 12-903-3 “Conditional Uses”, 12-904-2 “Permitted Uses”, 12-904-3 “Conditional Uses”, 12-905-2 “Permitted Uses”, 12-905-3 “Conditional Uses”, 12-906-1 “Conditional Use”, 12-907-2 “Conditional Uses”, 12-908-2 “Conditional Uses”, 12-909-2 “Conditional Uses” and 12-910-2 “Conditional Uses”.

**6:32 p.m. Public Hearing Opened**

There were not any questions or comments.

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

Discussion and possible vote on Ordinance 2025-10

The proposed Ordinance would remove the existing uses from the code and put them in the newly created Permitted Use Matrix Table which is being considered as the next agenda item.

**\*\*\*Cache moved to recommend approval to the City Council for Ordinance 2025-10, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-900 “Zones”, Parts 12-903-2 “Permitted Uses”, 12-903-3 “Conditional Uses”, 12-904-2 “Permitted Uses”, 12-904-3 “Conditional Uses”, 12-905-2 “Permitted Uses”, 12-905-3 “Conditional Uses”, 12-906-1 “Conditional Use”, 12-907-2 “Conditional Uses”, 12-908-2 “Conditional Uses”, 12-909-2 “Conditional Uses” and 12-910-2 “Conditional Uses”. Cindy seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote: None**

**Absent: Meacham**

**Public Hearing** for the purpose of discussing Ordinance 2025-08, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, adding in its entirety Chapter 12-3000 “Permitted Use Matrix”, Part 12-3001 “Permitted Use Matrix Table”.

Brent said it is being proposed that sexually/adult-oriented businesses are prohibited in most zones, except in commercial zones, where it would require a conditional-use permit.

Cindy asked what the parameters would be; Brent said it would be up to the City Council to approve or deny and/or require conditions if they felt necessary. Justin said this is addressed in the Code Section 9-800: “Licensing of Sexually Oriented Businesses and Employees”.

Cache said state and county codes would have to be followed as well.

Brent said the required conditional-use permit would allow the City Council more control, and this seems like a reasonable way to handle the issue; Todd agreed.

**6:39 p.m. Public Hearing Opened**

There were not any comments or questions.

**6:40 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2025-08

**\*\*\*Todd moved to recommend approval to the City Council for Ordinance 2025-08, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, adding in its entirety Chapter 12-3000 “Permitted Use Matrix”, Part 12-3001 “Permitted Use Matrix Table”. Cache seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote: None**

**Absent: Meacham**

**Public Hearing** for the purpose of discussion Ordinance 2025-09, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-1000 “Overlays”, deleting in their entirety Parts 12-1070 “Sensitive Lands Regulations Overlay”, 12-1070-1 “Overview”, 12-1070-2 “Development Requirements”, 12-1070-3 “Sensitive Lands Analysis Requirements”, 12-1070-4 “Waiver/Modification of Analysis and Study Requirements”, 12-1070-5 “Sensitive Lands Regulations”, 12-1070-6 “Administrative Process”, amending Chapter 12-300 “Definitions”, Part 12-805-19 “Retaining Walls”, Chapter 12-900 “Zones”, Part 12-901 “Establishment of Zones”, adding in their entirety, Parts 12-2005 “Sensitive Lands”, 12-2005-1 “Overview”, 12-2005-2 “Development Requirements”, 12-2005-3 “Sensitive Lands Analysis Requirements”, 12-2005-4 “Waiver/Modification of Analysis and Study Requirements”, 12-2005-5 “Sensitive Land Regulations”, and 12-2005-6 “Administrative Process”, and amending Chapter 10-700 “Telecommunications Tower Facilities”, Part 10-701 “Purpose Of Chapter”.

Weston, City Engineer, explained that as Richmond City grows, there are a few areas that might have sensitive land issues. The proposed ordinance would require developers to perform their own sensitive lands analysis and identify any areas of concern. The plan would be submitted to the City for review. The responsibility and liability for identifying possible hazards will be on the developer. There is a Sensitive Lands Overlay Zone, which is being removed if the Ordinance is adopted, and the language and requirements are being put into a new section within the Code. Some of the issues that will need to be identified are steep slopes. Anything over 30 percent is unbuildable. Unstable soils, jurisdictional wetlands, geologic hazards, natural floodplains, drainage systems and canals, water recharge areas, vegetation, wildlife corridors, existing and planned trail systems, reference the Trails Master Plan, and wellhead protection zones. These are issues a developer needs to be aware of and plan for within their proposed design.

Brent asked about wildlife corridors and how those are determined. Much of the analysis will be based on previous research. Weston does not know of an area this is a concern within Richmond. Joel said those corridors are generally marked as major migration areas.

Weston said this analysis can be waived in some instances where there is no identifiable risk, such as the splitting of a parcel.

Weston clarified for Cindy that the cost of the survey or analysis will be the developer’s responsibility.

Cache said there was a recent property on the Traveller Lane development where the developer had to work with the Army Corps of Engineers to get it surveyed and re-designated. There is still a small area of wetland to the south. He questioned the maintenance and upkeep of a wetland area, specifically regarding mosquito control and

weed management. Weston said the County has the Cache Mosquito Abatement District. Weston said that it could be developed into a separate ordinance.

**6:53 p.m. Public Hearing Opened**

There were not any comments or questions.

**6:54 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2025-09

Weston reminded the Commission that the two biggest impacts will be slopes. Those with slopes of 30% or more are considered unbuildable areas and the second item is fault lines. If there is a documented fault within 100 feet of a development, a licensed geologist will be required to dig a trench and identify precisely where that fault line is and provide recommendations for an adequate buffer from the line. The only known fault line is located at the far north end of the city, running north/south. Brent asked if there would be any issues if the fault line were in someone else's property. Weston said the developer would need permission from the other landowner to identify the location, or provide confirmation that it is not within their property.

Todd asked about unstable soils designation. Weston said this would have to be determined by an engineer.

Cindy thinks it is a good idea to have the developer responsible for these issues.

**\*\*\*Cache moved to recommend approval to the City Council for Ordinance 2025-09, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-1000 "Overlays", deleting in their entirety Parts 12-1070 "Sensitive Lands Regulations Overlay", 12-1070-1 "Overview", 12-1070-2 "Development Requirements", 12-1070-3 "Sensitive Lands Analysis Requirements", 12-1070-4 "Waiver/Modification of Analysis and Study Requirements", 12-1070-5 "Sensitive Lands Regulations", 12-1070-6 "Administrative Process", amending Chapter 12-300 "Definitions", Part 12-805-19 "Retaining Walls", Chapter 12-900 "Zones", Part 12-901 "Establishment of Zones", adding in their entirety, Parts 12-2005 "Sensitive Lands", 12-2005-1 "Overview", 12-2005-2 "Development Requirements", 12-2005-3 "Sensitive Lands Analysis Requirements", 12-2005-4 "Waiver/Modification of Analysis and Study Requirements", 12-2005-5 "Sensitive Land Regulations", and 12-2005-6 "Administrative Process", and amending Chapter 10-700 "Telecommunications Tower Facilities", Part 10-701 "Purpose Of Chapter". Cindy seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote: None**

**Absent: Meacham**

The meeting adjourned at 6:58 p.m.

Next scheduled meeting: August 5, 2025

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Planning Commission Chairperson

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7. Discussion and possible vote on Ordinance 2025-09.

Adjournment

**\*\*\*Items on the agenda may be considered earlier than shown on the agenda.\*\*\***

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**ORDINANCE NO 2025-11**

**AN ORDINANCE AMENDING THE ZONING MAP OF RICHMOND CITY.**

BE IT ORDAINED by the City Council of Richmond City, Utah as follows:

That certain map or maps entitled "Zoning map of Richmond City, Utah" is hereby amended and the following described properties are hereby rezoned from RLD (Residential Low Density) to RMD (Residential Medium Density).

Approximate Property Location: 396 West Main

**Cache County Parcel Number: 09-051-0018**

BEG AT SW COR LOT 4 BLK 50 PLAT A RICHMOND FARM SVY, N 243.5 FT E 111 FT S 243.5 FT W 111 FT TO BEG SE/4 SEC 27 T 14N R1E 0.61 AC SUBJ TO LIFE ESTATE (FOR OCCUPANCY OF MOBILE HOME) IN FAVOR OF TERRY GRIGGS & SUANN DAY (ENT 1185090)

Approximately 0.61 Acres

APPROVED by the Richmond City Council this 18th day of September, 2025.

**RICHMOND CITY CORPORATION**

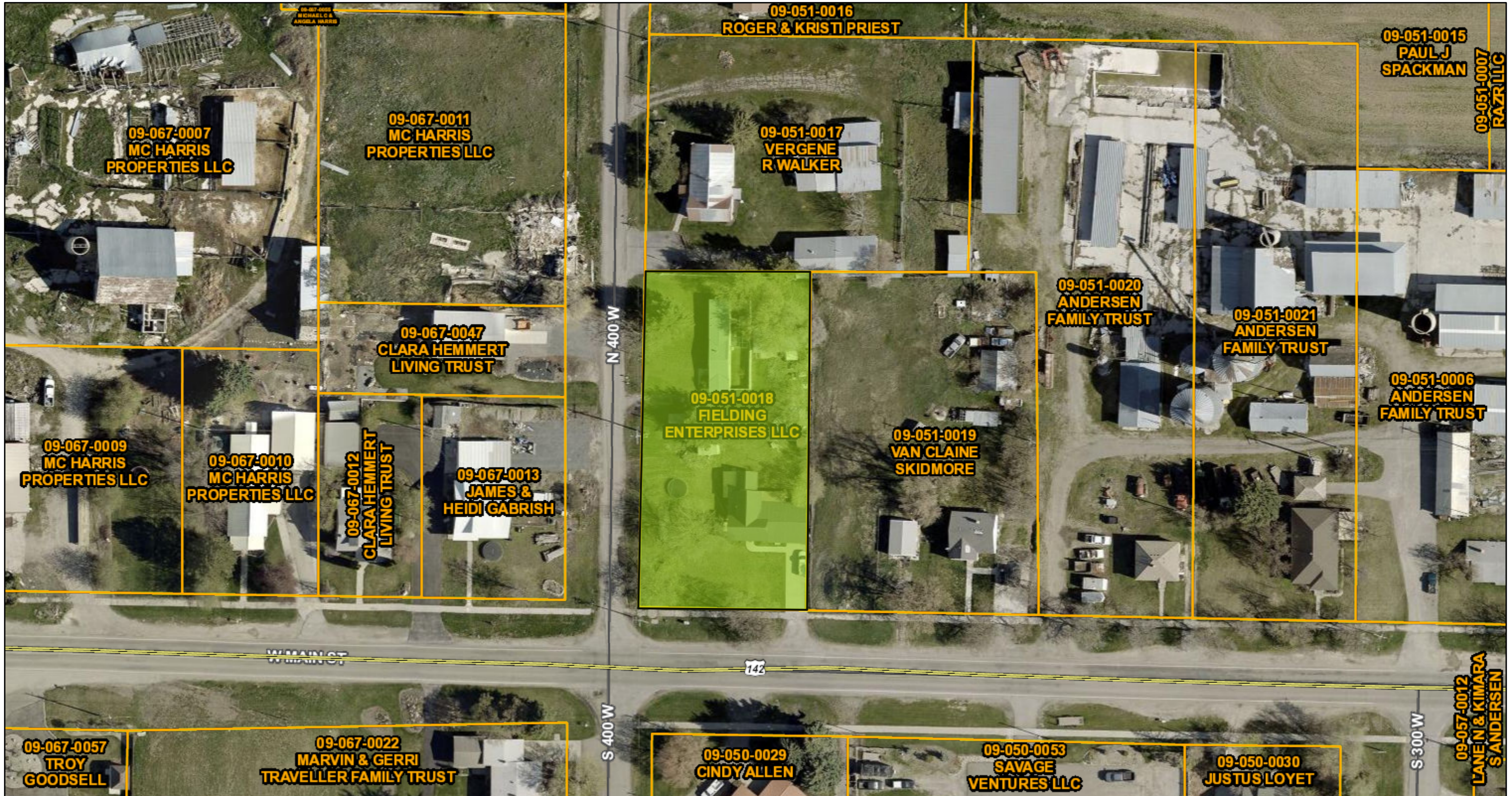
\_\_\_\_\_  
Paul J. Erickson, Mayor

**ATTEST:**

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



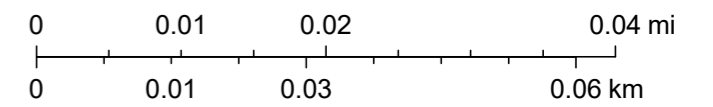
# ArcGIS Web Map



8/21/2025, 8:48:59 AM

1:1,128

- Override 1
- Gravel
- Municipal Boundaries
- Class B Surface Type
- Dirt
- County Boundary
- Asphalt
- Private
- Cache Parcels



Maxar, Microsoft