



**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, February 3, 2026**. The meeting will begin at 6:30 PM.

Call to Order

1. Approval of Planning Commission Meeting Minutes from September 2, 2025.
2. Discussion on Municipal Code Part 12-805-21 "Accessory Dwelling Unit".
3. Discussion on Municipal Code Parts 13-260 "Kennels", 13-261 "Definition And Establishment", 13-262 "Fees", 13-263 "Temporary Residence", 13-264 "Care And Operation Requirements", 13-265 "Pre-Existing Kennels" and 13-266 "Licensing of Kennel Animals".

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, September 2, 2025**

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

Commission Members Excused: Brent Wallis, John Hortin

Staff Present: Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Amber Ervin (City Council)

Others Present: John Harris, Vern & Marian Fielding, Debbie Zilles

Approval of the July 1, 2025 meeting minutes

*****Todd moved to approve the July 1, 2025, Planning Commission meeting minutes. Cindy 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 2025-11, 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.

6:32 p.m. Public Hearing Opened

Vern Fielding explained that Richmond City approved a building permit in 1974 for the construction of a second home/mobile home behind the house at 396 West Main. It is built on a permanent cinder block foundation and has always had its own separate culinary water, sewer, power, and gas hookups. Since there are two residences on a single tax identification number, the options for the property are limited. The property is 0.61 acres and is short 8,000 square feet to be able to subdivide in the RLD zone. It has more than enough acreage and frontage to subdivide into two conforming lots in the RMD zone legally. This rezone will not facilitate any new structures or homes. It is simply a way to bring the current property into conformity and resolve a situation that was created 50+ years ago.

6:36 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2025-11

Cindy is a neighbor. She thanked Vern for letting her know what the proposal was about. Justin confirmed for her that if anything changed, it would have to meet all current and applicable requirements including setbacks if the existing home was removed and a new home built.

Cache said this is an area where RMD exists, and increased density makes sense; he did not see any issues.

Cindy asked how big each lot would be; Vern said they would be approximately 1/3 acre.

Brock said this proposal makes sense, and he does not see any red flags.

*****Todd moved to recommend approval to the City Council for 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. Brock seconded the motion. The motion was approved 4-0.*****

Yes Vote: Allen, Christensen, Meacham, Smith

No Vote: None

Absent: Wallis

Justin answered for Cindy that notices of projects are advertised on the City website, www.richmondutah.gov, and the Utah Public Notice website, and are also emailed to those with utility accounts who have email addresses on file. Right now it is estimated 80-85% of the City can be reached via email. USPS (United States Postal Service) mailings are not required, but they can be considered if the Commission would like to add that step to the process. It just takes time and money to send out parcel specific mailings.

The meeting adjourned at 6:46 p.m.

Next scheduled meeting: October 7, 2025

Planning Commission Chairperson



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90 SOUTH 100 WEST
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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.

Adjourn

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12-805-21 ACCESSORY DWELLING UNIT

A. The preceding applies to the establishment of a single additional apartment provision within or permanently attached to a private residence for the purpose of providing care and shelter.

1. Commonly referred to as an "accessory dwelling unit" or "accessory apartment," such space must adhere to the following provisions:

a. When remodeling takes place to provide such accommodations, it is required that the owner of the residence obtain a building permit through the currently established procedures at the time of the remodel.

(1) The purpose of this requirement is to ensure that any adjustments/additions/modifications to electrical, water, or sewer facilities adhere to code and do not present any type of a current or conceivable future hazard, no matter how inadvertent.

(2) Access to the accessory dwelling unit must include a minimum of two ingress-egress routes for the safety of the occupant(s), only one of which may pass through a garage area.

(3) Any remodeling incurred in this process must be within the footprint of the primary dwelling.

(A) Outside access doors into the accessory addition must be either on the side or rear of the residence.

(4) An addition to the original primary dwelling may be added, with approval by the city, for the purpose of creating an accessory dwelling unit attached to the original dwelling unit.

b. The owner of the residence will be responsible for providing adequate parking space, within the provisions of this ordinance, for the additional occupant(s), not to exceed two (2) additional of any type or combination of types of vehicles.

B. Conditions

1. The accessory dwelling unit will be a separate housekeeping unit that can be isolated within the original residential dwelling.

2. Only one accessory dwelling unit is to be established within or as part of an original residential dwelling.

3. The owner(s) of the residence in which the accessory dwelling unit exists must occupy at least one of the apartments in the dwelling, except for bona fide temporary absences of two (2) years or less for activities such as:

a. A temporary job assignment, sabbatical, or voluntary service.

b. The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.

c. City staff may require written documentation verifying the temporary absence.

d. The owner(s) shall apply for a continuance of their accessory dwelling unit permit during their absence by notifying the City Administrator in writing. They shall include in the request their anticipated length of absence and estimated return date, a forwarding address, phone number and email address where they may be

contacted by the city, and the names, phone numbers and email addresses of those who will act in their stead as the “surrogate” owners of the property in their absence.

4. The owner of the primary dwelling must complete an “Accessory Dwelling Unit Registration Application” and receive approval from Richmond City prior to renting the accessory apartment.

C. For purposes of distance separation between Multiple Family Units or Dwellings, an accessory dwelling unit will not be counted as a Multiple Family Unit or Dwelling when determining additional Multiple Family Unit or Dwelling locations.

D. Definitions

Accessory Dwelling Unit: A habitable living unit created within the footprint of a primary owner-occupied single-family dwelling.

HISTORY

Adopted by Ord. [2025-06](#) on 6/17/2025

Part 13-260 Kennels**13-261 Definition And Establishment****13-262 Fees****13-263 Temporary Residence****13-264 Care And Operation Requirements****13-265 Pre-Existing Kennels****13-266 Licensing Of Kennel Animals****13-261 Definition And Establishment**

Anyone, other than a licensed veterinary clinic, owning, keeping, harboring, or maintaining three (3) or up to six (6) dogs over the age of four (4) months at any given address shall be considered to be operating a dog kennel. Individuals, families, multiple occupants of a single dwelling, companies, corporations, or other combinations considering the establishment of a kennel must adhere to the provisions listed below.

- A. Obtain a conditional use permit. In considering each application for a conditional use permit relating to a dog kennel, the City Administrator or designee shall consider, among other things, the zone in which the conditional use is proposed, the size of the lot involved (refer to 13-261(B) below), the proximity of the proposed kennel to neighbors, the proposed size of the kennel, its placement on the property, and the proposed number of dogs, whether less than four (4) months old or four months (4) and older. Each permit shall clearly state the maximum number of dogs to be allowed, regardless of age. An agreement signed by all neighbors (immediately adjacent and directly across from the proposed kennel) must be submitted to the city with each application.
- B. Within the corporate limits of Richmond City, a minimum of fourteen thousand five hundred (14,500) square feet of ground, including buildings, shall be required for the establishment of a kennel of three dogs.
- C. Within the corporate limits of Richmond City, a minimum of twenty thousand (20,000) square feet of ground, including buildings, shall be required for the establishment of a kennel of four (4) to six (6) dogs.
- D. Each conditional use permit shall be granted for a maximum of three (3) calendar years and shall expire on December 31st of the third (3rd) year regardless of the month in which it is granted. Renewals must be applied for and granted prior to the expiration date.
- E. The dog kennel shall meet or exceed all applicable local, county, and state health codes as to construction and maintenance of kennels, runs, shelters, and waste disposal systems.
- F. The kennel will not pose a nuisance to neighboring property owners and may be given special consideration as to screening and setbacks. In no case shall any kennel be located not less than fifteen feet (15') from any side or rear lot line.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019

Amended by Ord. [2020-09](#) on 3/17/2020

Amended by Ord. [2021-08](#) on 4/27/2021

Amended by Ord. [2021-19](#) on 12/14/2021

13-262 Fees

- A. Upon successful attainment of a conditional use permit, pay an annual kennel license fee as listed in the current Prevailing Fee Schedule of the City. Said fee is due by the last day of February of each year.

1. All kennel license fees expire on December 31st of each year irregardless of the calendar date issued.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019

Amended by Ord. [2021-19](#) on 12/14/2021

13-263 Temporary Residence

The provisions of 13-243(B) apply in the case of three (3) or more dogs being held temporarily, but the thirty (30) day time limit will be strictly enforced. Should the temporary presence of such dogs be necessary, the boarder/owner is strongly encouraged to consult with neighbors prior to the introduction of said animals.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019

13-264 Care And Operation Requirements

Kennel owners are required to maintain their animals in a healthy condition. Negligence of animals in a kennel situation will be considered grounds to revoke the conditional use permit.

- A. Kennel owners must establish the physical environment in such a manner that the kennel area may be readily and frequently cleaned.
- B. Fecal material must be disposed of in a sanitary manner. Feces and urine must be cleaned from the kennel area often enough to prevent odors that might be offensive to neighbors from developing. Likewise the owner must take every reasonable precaution to prevent conditions that would encourage a prevalence of flies or other insects/rodents from infesting the area.
- C. Adequate shelter for normal, year-around weather conditions shall be provided.
- D. Adequate food and water shall be provided to ensure the maintenance of each animal's health.
- E. Adequate space must be provided for each canine.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019

13-265 Pre-Existing Kennels

Existing de facto kennels at the time of the passage of this ordinance are protected from the 20,000 square feet of land requirement and need to obtain a conditional use permit but are subject to the license fee payment. De facto kennels must adhere to the provisions of 13-264 or their status will be immediately revoked. Should the de facto kennel cease to function for one (1) calendar year, or should ownership of the property change without immediate assumption of identical kennel use, said protection is lost.

- A. For the purposes of this chapter, a de facto kennel shall be defined as any individual/family who has three or more dogs legally licensed at his/her/their residence as of January 31, 2003.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019

13-266 Licensing Of Kennel Animals

Dogs held within kennels are subject to the requirement for individual licensing.

HISTORY

Adopted by Ord. [2019-2](#) on 2/19/2019