



**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, April 7, 2026**. The meeting will begin at 6:30 PM.

Call to Order

1. Approval of Planning Commission Meeting Minutes from March 3, 2026.
2. Public Hearing for the purpose of discussing Ordinance 2026-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 "Irrigation Water Design", Section 6.01 "General".
3. Discussion and possible vote on Ordinance 2026-02.
4. Discussion on Chapter 12-3000 "Permitted Use Matrix".

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, March 3, 2026.**

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

\*\*Brock Meacham was in attendance but not a voting member.

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Bryce Wood (City Council)

**Others Present:** Morty & Pat Jenkins, Debbie Zilles

Approval of the February 3, 2026 meeting minutes

**\*\*\*Cindy moved to approve the February 3, 2026, Planning Commission meeting minutes. Cache seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

**Absent: None**

Public Hearing for the purpose of discussing Ordinance 2026-01, an Ordinance amending the Richmond City Municipal Code, Title 13-000 "Police Department", Chapter 13-200"Animal Control, Parts 13-261 "Definition and Establishment" and 13-265 "Pre-Existing Kennels".

Justin explained the proposal to strike out the following language:

13-261 - A. last sentence of paragraph: ~~An agreement signed by all neighbors (immediately adjacent and directly across from the proposed kennel) must be submitted to the city with each application.~~

~~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.~~

~~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.~~

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

Pat Jenkins asked about pre-existing kennel licenses as she has had and kept one current since 1974. She also asked about the positive and negative outcomes for the code change. Mr. Lewis assured her this Ordinance will not impact her or her family. He complimented her and Mory on always being current and in compliance. Brent said this will allow the defense ability of someone who might not be following the code, to claim that they have had a kennel permit prior to 2003. This will, in turn, help with enforcement action when needed.

Morty Jenkins asked how eliminating wording to make the code more concise would affect those who have licenses. Cache said this will make people more accountable for having a license and following the rules. Mr. Jenkins asked about enforcement. HollyJo said that is handled by Cache County Animal Control per a contract with the city.

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

Discussion on possible vote on Ordinance 2026-01.

Cache is a proponent of allowing people to do what they want as long as it does not infringe on others. There is a sound Ordinance to deal with nuisance problems. He likes the elimination of having to obtain neighbor's signatures on the application. He appreciates good dog owners.

Brent said having neighbor consent can be problematic and he is happy to see that taken out. There is still a section on the current application for the names of neighbors. HollyJo advised that if this Ordinance passes, that will be deleted from the application.

**\*\*\*Cache moved to recommend approval to the City Council for Ordinance 2026-01, an Ordinance amending the Richmond City Municipal Code, Title 13-000 "Police Department", Chapter 13-200 "Animal Control, Parts 13-261 "Definition and Establishment" and 13-265 "Pre-Existing Kennels". Cindy seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

**Absent: None**

Cindy asked about detached ADUs (Accessory Dwelling Units). Justin said they are waiting for the legislative session to be completed before there is anything definitive. The legislature has had the most bills ever in a session this year. Brent said it is interesting that if small municipalities do not do enough, the state will mandate things to

help with affordable housing.

The meeting adjourned at 6:46 p.m.

Next scheduled meeting: April 7, 2026

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Planning Commission Chairperson



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3. Discussion on possible vote on Ordinance 2026-01.

Adjournment

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

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**RICHMOND CITY CORPORATION  
ORDINANCE 2026-02**

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 MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 6.0 “IRRIGATION WATER DESIGN”, SECTION 6.01 “GENERAL”.**

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.

**6.0 IRRIGATION WATER DESIGN**

**6.01 General**

- A. The Richmond Irrigation & Power Company is the majority owner and operator of both canal/ditch and larger sized pressurized (secondary) irrigation water within Richmond City. The majority of smaller laterals are owned and operated by the Richmond Irrigation & Power Company or private parties. Richmond City owns and operates smaller laterals and meters where said improvements are required as a condition of development.
- B. Richmond Irrigation & Power Company Infrastructure
  - a. All design and construction must comply with the requirements and standards of Richmond Irrigation & Power Company and Richmond City.
  - b. Existing irrigation ditches or canals, of significant flow, must either be piped or fenced on both sides when adjacent to or contained within property to be developed. Unobstructed easements of sufficient width, no less than ten (10) feet in width, to allow maintenance and replacement shall be required.
- ~~C. Richmond City Irrigation Infrastructure~~

- ~~a. A secondary irrigation system shall be constructed in all subdivisions and dedicated to the City.~~
- ~~b. One (1) share of water (four (4) acre feet) per platted acre shall be required. Only certificates of shares of capital stock, from an irrigation company operating within the corporate limits of Richmond City, in the name of Richmond City will be considered as a means of satisfying the requirement for four acre feet (on a normal year) of usable water.~~
- ~~c. Laterals and services shall be constructed in a manner similar to culinary water mainlines, including meter setters and barrels at each property to be served. An isolation valve and flowmeter shall be furnished and installed by the developer, at the point of connection to the Richmond Irrigation & Power Company mainline(s).~~
- ~~d. Laterals shall be sized by the developer's engineer, so as to provide adequate service to property(s) but shall be no less than four (4) inches in diameter. Service lines shall be no less than one (1) inch (IPS) in diameter. Designs shall be reviewed and approved by the City.~~

**C.D.** All Irrigation Infrastructure, Whether Publicly or Privately Owned

- e. Clearance between other utilities shall be at least eighteen (18) inches. Closer tolerances require reinforcement concrete cradle or separation. Reinforcement shall be as per the current specifications.
- f. Covers over utilities and between railroad tracks or roadways shall be sufficient to adequately protect such utilities from potential loading of track or roadway either during construction or final finished surface. If cover is insufficient to adequately protect utility, encasement or casings shall be provided to protect affected utility.
- g. New lines must be buried with magnetic locator tape and be shown accurately on drawings given to the City.
- h. New and/or replacement/relocated main lines ( four-inch (4") and larger) shall be purple in color no matter the original color and have a minimum pressure rating as required by the irrigation company or City but no less than 200 psi.
- i. Easements per Section 9 of these standards shall be required. Easements shall be no less than ten (10) feet in width. No buildings, utilities or structures shall be erected or constructed within such easements as to interfere with the activities necessary to properly access and maintain or replace such lines or water structures.

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 21st day of April, 2026.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder