



# 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



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

**AGENDA**

Public Notice is given that the Richmond Planning and Zoning Commission will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Tuesday, March 3, 2026**. The meeting will begin at 6:30 P.M.

1. Approval of Planning Commission Meeting Minutes from February 3, 2026.
2. 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."
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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