



**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, June 2, 2026**. The meeting will begin at 6:30 PM.

Call to Order

1. Approval of Planning Commission Meeting Minutes from May 5, 2026.
2. Public Hearing for the purpose of discussing Ordinance 2026-04, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-3000 “Permitted Use Matrix”.
3. Discussion and possible vote on Ordinance 2026-04.
4. Initial discussion on detached accessory dwelling units.
5. Initial discussion on landscaping in the park strip in new subdivisions.

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, May 5, 2026.**

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

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

**Others Present:** Craig Andrus, Debbie Zilles

**Approval of the planning commission meeting minutes from April 7, 2026 meeting minutes**

**\*\*\*Cache moved to approve the April 7, 2026 Planning Commission meeting minutes with corrections to Page 6 from Ms. to Mr. Smith and the spelling of Wallis. Brock seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote:** None

**Public Hearing for the purpose of discussing Ordinance 2026-03, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-3000 Permitted Use Matrix”.**

The proposed changes are to include in 12-3000 the wording “Mortuary, Crematorium” with Death Care Services and “Taxidermy Studio/Shop” as a new line item. The uses will be permitted in A-10, A-5, CBD, HC, and MLI zones. It will require a Conditional Use Permit in RE-1, RE-2, and is not allowed in RLD, RMD, RMF, and NC.

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

Craig Andrus expressed confusion, noting that he cannot build a home in an A-10 zone while a mortuary or crematorium would be permitted. Chairman Wallis explained that approval depends on how the property is subdivided and zoned, and that the process is handled administratively. He encouraged Mr. Andrus to work with City staff, noting that the Planning Commission is not involved in the details behind building permit denials but will review a rezone change request. Mr. Andrus stated that the ordinance makes him feel less important as a citizen who has lived in the area his entire life.

**6:36 p.m. Public Hearing Closed**

**Discussion on possible vote on Ordinance 2026-03.**

Commissioner Christensen thanked Mr. Andrus for attending the meeting and voicing his concerns. Resident input is what helped develop this Ordinance change. Chairman Wallis agreed that these items being searchable was the genesis for the adjustment.

**\*\*\*Cache moved to recommend approval to the City Council for Ordinance 2026-03, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-3000 Permitted Use Matrix”. Todd seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

**Discussion on “Personal Care Services” in the “Permitted use Matrix”.**

Personal Care Services are proposed to be allowed in A-10, A-5, RE-1, RE-2, RLD, RMD, CBD, HC and MLI. They are not allowed in RMF and NC.

Mr. Lewis said in the last few months, the City was contacted by a citizen asking if a tattoo studio would be allowed in the City. Tattoo/piercing fall under “Personal Care Services”. Similar to the Ordinance just passed, the thought is to add those terms to make the matrix more searchable. The idea is to create a tattoo/piercing line item and make them a conditional use in residential zones.

Commissioner Meacham got his first tattoo in a licensed home business with one artist and one customer. He has also lived next to a home that had multiple people out of a garage, creating loitering, noise and late-night commotion. Correct wording needs to be added to the Ordinance to prevent those types of situations and allow only permitted, sanitary and insured locations.

Mrs. Karren asked what staff would need to check for. Commissioner Meacham said it needs to be a licensed artist who is insured and the Health Department will ensure the sanitation conditions and regulations.

Mr. Lewis asked if this use should be conditional throughout all zones, not just residential. Commissioner Meacham felt that would be a wise idea.

Commissioner Christensen stated that tattoos carry less cultural stigma than they once did. He said he supports allowing residents to use their homes as they choose, provided it does not infringe on the rights of others. He noted that several micro blading and permanent makeup studios already operate in Richmond and are regulated by the

Health Department in the same manner as tattoo shops. In his view, the primary difference is that these services have become more culturally accepted. He expressed support for finding a way to allow the service within the City.

Commissioner Allen agreed as long as it is regulated and licensed correctly.

Mr. Lewis said the thought for a conditional use in the residential zone would control multiple artists and customers utilizing one residential space. Chairman Wallis thinks it should be permitted in commercial but conditionally permitted in residential.

Mr. Lewis said it will be written as A-10, A-5, RE-1, RE-2, RLD, RMD, and RMF would all require a Conditional Use Permit. NC, CB, HC, and MLI will all be permitted

Commissioner Christensen asked whether there are any potential nuisances the City should proactively address, such as hours of operation. Mr. Lewis explained that those types of conditions would be addressed through the Conditional Use Permit process. He also noted that the Health Department has regulations and requirements that the applicant would be required to meet.

Mr. Lewis said this will be drafted for a future meeting to review.

#### **OTHER REPORTS**

Mr. Lewis said next month's meeting will be on June 2, 2026. There will be a discussion about detached accessory dwelling units (ADU). The legislature did not adopt the proposed code this session. It is currently up to each city to regulate them. This will be an initial discussion. Currently, Richmond City does not allow detached units.

He asked the Commission to consider thoughts about banning grass in the park strip in new subdivisions. With waterwise improvements and drought conditions this might help serve as part of a long-term solution. This would only apply to future new developments if adopted.

The meeting adjourned at 6:52 p.m.

Next scheduled meeting: June 2, 2026

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Planning Commission Chairperson



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90 SOUTH 100 WEST  
RICHMOND, UTAH 84333**

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1. Approval of Planning Commission Meeting Minutes from April 7, 2026.
2. Public Hearing for the purpose of discussing Ordinance 2026-3, an Ordinance amending the Richmond City Municipal Code, title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-3000 "Permitted Use Matrix".
3. Discussion on possible vote on Ordinance 2026-03.
4. Discussion on "Personal Care Services" in the "Permitted Use Matrix".

Adjourn

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

In accordance with the Americans with Disabilities Act, individuals needing special accommodations for this meeting should contact the City Office at (435) 258-2092 at least three (3) days before the meeting.

**RICHMOND CITY CORPORATION  
ORDINANCE 2026-04**

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 MUNICIPAL CODE, TITLE 12-000  
“LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO), CHAPTER 12-3000  
“PERMITTED USE MATRIX”.**

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.

**12-3000 PERMITTED USE MATRIX**

Proposed new item: **Tattoo/Piercing Studio/Shop**

Permitted: CBD, HC, MLI  
Conditional-Use Permit: A-10, A-5, RE-1, RE-2, RLD, RMD, RMF, NC

Proposed new item: **Commercial Storage Unit(s)**

Conditional-Use Permit: MLI

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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 16th day of June, 2026.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

Ordinance 2026-04

**ATTEST:**

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Justin B. Lewis, City Recorder

**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