



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

AGENDA

Public Notice is given that the Richmond City Council will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Wednesday, August 19, 2026**. The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Lyle Bair

1. Approval of the city council meeting minutes from July 21, 2026.
2. Recognition of Library Director Lora Smith for years of dedicated service to the city.
3. Approval of Jamie Hancock as Library Director effective September 12, 2026.
4. Discussion and possible vote on Ordinance 2026-12, an Ordinance rezoning Cache County Parcel Number 09-057-0002 from RLD (Residential Low Density) and HC (Highway Commercial) to HC (Highway Commercial). The parcel is located at approximately 250 West 100 South and is approximately 1.9 acres.
5. Discussion and possible vote on Ordinance 2026-10, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-800 "Zoning Establishment", Part 12-805-21 "Accessory Dwelling Unit" and 12-805-6 "Area of Accessory Buildings".
6. Discussion on Municipal Code Part 14-160 "Service Outside of Richmond City".
7. Update on the sidewalk repair and maintenance schedule for Fiscal Year 2027.
8. Update on the sidewalk escrow agreement for new subdivisions.
9. Staff reports and monthly financial review
10. Council Member and Mayor Reports

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 COUNCIL MEETING July 21, 2026

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah, on Tuesday, July 21, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Fran Schumann

Council Members Present: Lyle Bair, Daryl Black, Joel Draxler, Fran Schumann, Bryce Wood

Staff Present: Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Melissa Titensor (City Treasurer), John Harris

Others Present: Cindy Allen, Todd Smith, Debbie Zilles, Adrienne Wall

Approval of the June 11 & June 16, 2026 City Council meeting minutes

*****Councilmember Wood moved to approve the June 11 & June 16, 2026, City Council meeting minutes as submitted. Councilmember Black seconded the motion. The motion was approved 5-0.*****

Yes Vote: Bair, Black, Draxler, Schumann, Wood

No Vote: None

Continued discussion and possible vote on Ordinance 2026-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 "Irrigation Water Design", Section 6.01 "General".

Mr. Lewis explained that this Ordinance has been in "tabled" status over the last few months as the city council continued to have discussions regarding the Ordinance. After last month's discussion, it was decided to bring this proposal back for a possible vote. He noted that a developer may install an irrigation system, but it will not be mandatory moving forward if the Ordinance is adopted. This will not apply to any existing development, only new development but will be in effect moving forward if adopted.

In response to a question from Councilmember Bair, Mr. Lewis said that if a developer chose to install a system, it could be dedicated to the City, just as water, sewer, and roads are if the city wants to take ownership of the new system.

*****Councilmember Schumann moved to adopt Ordinance 2026-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 Irrigation "Water Design", Section 6.01 "General". Councilmember Wood seconded the motion. The motion was approved 5-0. *****

Yes Vote: Bair, Black, Draxler, Schumann, Wood

No Vote: None

Discussion and possible vote on renewing the Franchise Agreement with Comcast of Utah II, Inc. aka Comcast.

Mrs. Karren said the current franchise agreement with Comcast has been in effect since approximately December 2014 and is due for renewal. Legal counsel has reviewed the agreement and made a few minor edits but supports the proposal as written.

Mr. Lewis noted that this agreement is for a 10-year term. Section 5.1 provides that the grantee shall pay the Franchising Authority a franchise fee equal to 5.00% of annual gross revenues from the operation. The City receives the fee annually, usually in January, and it has typically been \$11,000-\$12,000 per year.

Mayor Young noted that this is a standard franchise fee structure, but Comcast is on the higher end of the fee percentage range. He likes the model, and the structure makes sense.

*****Councilmember Wood moved to approve renewing the Franchise Agreement with Comcast of Utah II, Inc. aka Comcast. Councilmember Schumann seconded the motion. The motion was approved 5-0. *****

Yes Vote: Bair, Black, Draxler, Schumann, Wood

No Vote: None

Staff Reports and Monthly Financial Review

Mrs. Karren:

- ✓ One detached carport zoning clearance approved
- ✓ One detached shop zoning clearance approved
- ✓ One residential approval in Knolls Subdivision
- ✓ Melissa is training and doing well in her new position as City Treasurer. Mayor Young asked if she can be added to the Council Agenda quarterly to provide a Treasurer's report.
- ✓ Comcast will be installing strands on some of the utility poles around 425 North State Street in the next few weeks.
- ✓ Sidewalk repair/maintenance maps from 2024, 2025, and 2026 will be emailed to the Council as requested.
- ✓ Chip seal work will start next week, a map will be emailed tomorrow, and residents will be sent notices when the exact locations and dates are finalized.
- ✓ A walk-through of the potential test well site has been completed.

John Harris said The Park Bench remodel at the Community Building is almost finished. A few small items in the kitchen still need to be completed. The Quonset has been gutted, and the concrete will be broken up and removed starting next week. This is the renovation project planned for Fiscal Year 2027 at that location.

Mr. Lewis:

- ✓ The annual bond payment for the MBR plant of \$188,000 was made in May.
- ✓ The annual payment for the water tank and infrastructure project of \$232,531 was made in June.
- ✓ Staff is working on the year-end financial report/audit, and that will come before the Council in the fall.
- ✓ Sales tax in June was \$53,382 which is an average month.
- ✓ Revenue line item 3666 "Income – Grave Digging" for January – June was \$5,310; the entire fiscal year was \$12,600. This is in addition to the Cemetery Contract of \$76,317.00.
- ✓ Holiday celebrations (Halloween Carnival, Christmas Festival and Black & White Days) brought in approximately \$43,000 in revenue.
- ✓ The next Planning Commission meeting is on August 4th, and the next City Council meeting will be on August 18th.
- ✓ Water Impact fees from the last fiscal year totaled \$147,394 which is substantially less than previous fiscal year due to growth slowing.
- ✓ Interest earnings in the amount of \$173,760 in last fiscal year in the Water Fund and dedication payments of \$20,000.
- ✓ Sewer Impact fees totaled \$81,627; CIB Grant revenue of \$50,000 and Interest earnings of \$76,342.
- ✓ Staff are working on equipment items and projects that have been approved in the new budget.

Council Member & Mayor Reports

Councilmember Black inquired about revenues associated with city celebrations. Mr. Lewis reported \$20,380 in event fees, including the horse pulls, Halloween Carnival, and the Holiday Festival, and \$22,400 in sponsorships and donations earmarked for Black & White Days. Expenses for Black & White Days are expected to be approximately \$48,000–\$50,000, noting an initial deficit near \$24,000 typically offset by sponsorships and donations. Line item 4159, "Admin – City Celebrations," is budgeted at \$14,625. Mayor Young observed that multiple reductions were implemented earlier in the year. Mr. Lewis will provide an itemized breakdown of costs and revenue when it is finalized.

Mayor Young said there will be a survey, which will be reviewed by the Council, that will be sent to residents requesting feedback on what holiday activities are preferred whether it is the Halloween Carnival or Holiday Festival.

The City will hold its annual city party and fireworks show on Friday, September 11, 2026; the event is included in the budget. A new sponsor will assist this year in paying for the kid's rides, with details to be announced when available. Mayor Young has been in contact with a Cache Valley resident who previously owned a historical museum and can provide documents for display during the celebration. Further logistical details and exhibit specifics will be released as arrangements are finalized.

Councilmember Schumann stated that Lora Smith, the Library Director, is retiring in September. The position is open through July 31st, and a few applications have already been received.

The proposed test well location, discussed today, is planned for the west side of the Park Community Center. Construction is scheduled to start after the City Party event. The test well process is expected to take approximately two months to complete.

Mayor Young said there have been discussions about expanding the building for the new well house, adding restrooms, a pavilion, and a possible splash pad. These ideas can be discussed during the design stage.

Mayor Young and Weston Bellon, City Engineer, will meet with the Division of Water Quality (DWQ) to discuss the grant funds and financial assistance that will become available after the current bond is paid off to maintain consistent payments made by the city on a yearly basis.

The City will begin the 100 North from 100 West to 150 West project within the next few weeks and expects completion before school starts. On 100 North from 100 West to the Highway 89/91, a section of sewer pipe with holes was identified during inspection. The City received a bid to install a sleeve, estimated at approximately \$16,000, and the bid has been provided to the Council. This solution appears to be the most economical option given the aging infrastructure. Councilmember Bair questioned whether the existing pipe is undersized and whether replacing it with a larger pipe would be preferable. Mayor Young is unaware of any capacity issues but asked Mr. Bair to investigate and report back. He noted that the sleeve's smooth, slick interior may improve flow. Installation will be through existing manholes. Councilmember Schumann asked about the sleeve's expected service life; Councilmember Draxler responded that the sleeve is expected to outlast the current piping.

Mayor Young said the City has received three specific requests in the last few months to connect to City culinary water from locations just outside the City limits. This is addressed in the City's municipal code Part 14-060: *"Under normal conditions, culinary water will not be provided to users living outside the legal city limits of Richmond City. Under extraordinary circumstances, the following public discussion, debate, and vote in an open public meeting by the Richmond City Council, acting in its capacity as a water authority. Exceptions may be granted; however, the granting of one exception shall not be construed as a precedent for further exceptions. This part does not affect pre-existing agreements between Richmond City and current users outside of the City limits."* Typically, this is not allowed because the community has invested in the system's infrastructure and maintenance, and a hookup fee does not cover that cost; the overall feeling is that someone outside the City limits would "get a better deal."

Mr. Lewis said that if a request is approved, they would pay the same impact fee and water rate as a resident as mandated by State Code). He would recommend that a water model be conducted to ensure there would be appropriate pressure and flow as well as review by the City Engineer.

Mayor Young said it would seem to him that if they contributed a water dedication fee, it would be more logical to consider. He would like to gather information and discuss this issue at the next Council meeting.

Councilmember Bair discussed a prior request and noted the applicant had been informed they could pursue annexation into the City referencing the May 18, 2023 council minutes.

Councilmember Bair inquired about potential responsibilities for the resident or consumer. Mr. Lewis recommended holding the resident to the same requirements applied to a typical developer in the city on a new project.

The meeting adjourned at 7:15 p.m.

Next scheduled meeting: August 18, 2026.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

ORDINANCE NO 2026-12

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) and HC (Highway Commercial) to HC (Highway Commercial).

Approximate Property Location: 250 West 100 South

Cache County Parcel Number: 09-057-0002

A Part of Lot 1, Lot 2, Lot 3, and Lot 8, Block 20, Plat 'A' of the Richmond City Survey located in the Southwest Quarter of Section 26, Township 14 North, Range 1 East, Salt Lake Base & Meridian. Beginning on the South Line of said Block 20 at a Point Located 100.00 Feet North 88°39'54" West (West by Record) from the Southeast Corner of said Block and RUNNING THENCE North 88°39'54" West 433.45 Feet (West by Record) Along said South Block Line; Thence North 01°20'06" East 138.00 Feet; Thence North 88°39'54" West 120.00 Feet to the Intersection with the West Line of said Block 20; Thence North 01°20'06" East 42.97 Feet (North by Record) Along said West Block Line; Thence South 88°39'54" East 310.23 Feet (East by Record); Thence North 01°20'06" East 150.29 Feet (North by Record) to the Intersection with the North Line of said Lot 3; Thence South 88°39'54" East 16.50 Feet (East by Record) Along said North Line; Thence South 01°20'06" West 165.63 Feet (South 165.00 Feet by Record); Thence South 88°39'54" East 226.72 Feet (East by Record); Thence South 01°20'06" West 165.63 Feet (South 165.00 Feet by Record) to the Point of Beginning. CONT 1.90 AC (CCRO)

Approximately 1.90 Acres

APPROVED by the Richmond City Council this 19th day of August, 2026.

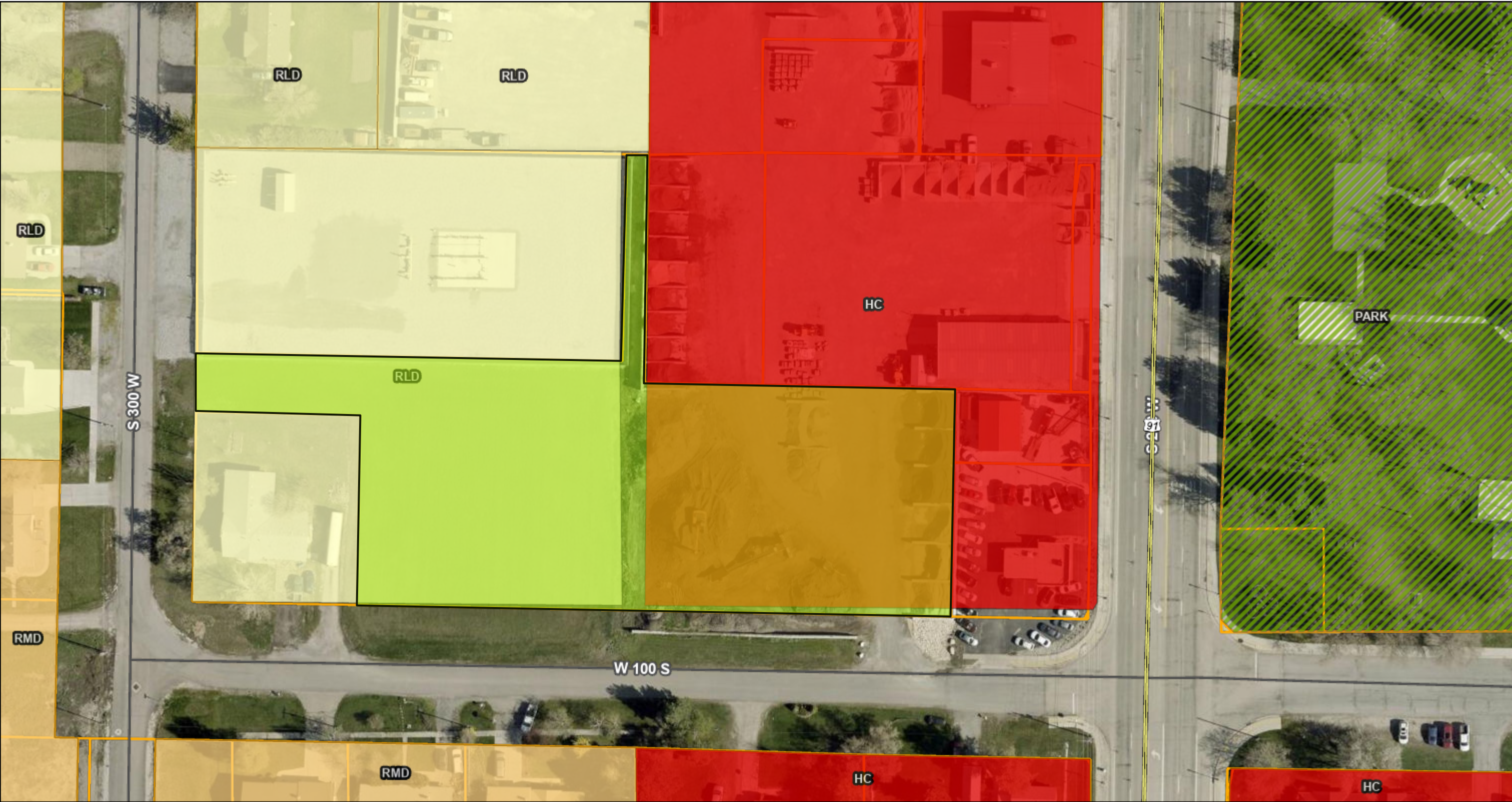
RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

ArcGIS Web Map



7/22/2026, 8:39:30 AM

- Override 1

Richmond Zoning

HIGHWAY COMMERCIAL HC

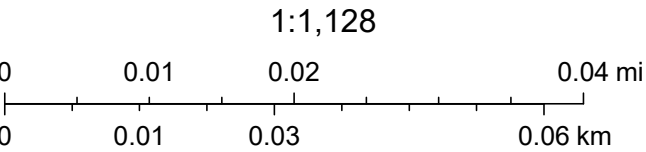
RICHMOND, RESIDENTIAL LOW DENSITY RLD

RESIDENTIAL MEDIUM DENSITY RMD
- PARK

Municipal Boundaries

County Boundary

Cache Parcels



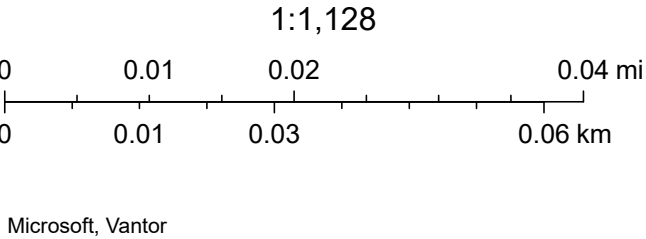
Microsoft, Vantor, Cache County

ArcGIS Web Map



7/22/2026, 8:33:10 AM

- Override 1
- Municipal Boundaries
- County Boundary
- Cache Parcels



**RICHMOND CITY CORPORATION
ORDINANCE 2026-10**

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 12-800 “ZONING
ESTABLISHMENT”, PARTS 12-805-21 “ACCESSORY DWELLING UNIT” AND 12-805-6
“AREA OF ACCESSORY BUILDINGS”.**

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.

12-805-21 ACCESSORY DWELLING UNIT
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Purpose: Accessory Dwelling Units are intended to expand life-cycle housing opportunities, provide affordable housing options, support aging in place, encourage small-scale incremental development, increase housing diversity while preserving neighborhood character, and make efficient use of existing public infrastructure.

~~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.~~

A. The following standards govern the establishment of one accessory dwelling unit (ADU), whether attached or detached, for the purpose of providing an independent residential dwelling that supports housing diversity, multi-generational living, workforce housing, aging in place, caregivers, or supplemental household income.

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 for an internal/attached unit.
 - ~~(3) Any remodeling incurred in this process must be within the footprint of the primary dwelling.~~
(A) (3) Outside access doors into the internal/attached 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 off-road parking space(s), 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.~~

- (1) Parking spaces and the driving lane to access the parking spaces shall be hard surfaced such as concrete, asphalt, asphalt tailings or compacted gravel.

B. Conditions

1. The accessory dwelling unit will be a separate housekeeping unit that can be isolated within the original residential dwelling **for an internal/attached unit.**
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.
5. **If a detached dwelling unit is established, an accessory dwelling unit will not be allowed within or attached to the original residential dwelling unit.**
6. **A detached accessory dwelling unit shall be connected to and served by the same culinary water and sanitary sewer services that serve the primary building. Secondary utility meters are permitted but not required.**
7. **Any new construction, remodeling or renovation of an existing structure or addition of a new detached structure shall conform to the setbacks listed in Parts 12-903-5 “Area, Width, And Yard Regulations”, 12-904-5 “Area, Width, And Yard Regulations”, 12-905-5 “Area, Width, And Yard Regulations”, health, fire, building and other code requirements current at the time of the application. No building shall be erected to a height greater than thirty-five (35) feet.**
8. **A detached dwelling unit shall have a minimum square footage size of 400 square feet.**
9. **All detached dwelling units must meet the minimum requirements of the state-adopted International Residential Code, and any other state and local codes pertaining to single-family dwellings. Any existing permitted accessory structure conversion must meet these same requirements.**
10. **A detached dwelling unit must be approved by the fire department and meet their requirements for emergency access.**

- 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 **permanent** habitable living unit created within the footprint of a primary owner-occupied single-family dwelling, renovation of an existing building or built as a new detached unit. **Mobile homes, travel trailers, boats or similar recreational vehicles shall not be used as an accessory dwelling unit.**

E. Accessory Dwelling Units shall be allowed in the following zones: A-10, A-5, RE-1, RE-2, RLD, RMD

12-805-6 AREA OF ACCESSORY BUILDINGS

No accessory building or group of accessory buildings, **excluding a detached Accessory Dwelling Unit, see Part 12-805-**

21 “Accessory Dwelling Unit”, in an individual lot of any residential zone shall cover more than twenty-five (25) percent of the rear yard.

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 19th day of August, 2026.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

Part 14-160 Service Outside Of Richmond City

Under normal conditions culinary water will not be provided to users living outside of the legal city limits of Richmond City. Under extraordinary circumstances, and following public discussion, debate, and vote in an open public meeting by the Richmond City Council acting in its capacity as the Water Authority, exceptions may be granted; however, the granting of one exception shall not be construed as precedent for further exception. This part does not affect pre-existing agreements between Richmond City and current users outside of the city limits.

HISTORY

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