



## RICHMOND CITY PLANNING & ZONING COMMISSION

City Council Chambers  
90 South 100 West  
Richmond, Utah 84333

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The Richmond City Planning & Zoning Commission met in a re-scheduled meeting at 90 South 100 West Richmond, Utah at 6:30 p.m. on Tuesday, March 19, 2024

**Commission Members Present:** Cindy Allen, Jay Bair, Cache Christensen, Brock Meacham, Brent Wallis

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (Interim City Administrator), Joel Draxler (City Councilmember)

**Others in Attendance:** Mike Harris, Craig Harris, Rhonda Davis, Morty Jenkins, Leslie Godfrey, Loral Godfrey, Della Godfrey

Chairman Wallis called the meeting to order at 6:30 p.m.

Approval of the January 9, 2024 meeting minutes

**Minutes from the January 9, 2024, Planning Commission meeting were reviewed. Jay moved the minutes to be approved as submitted with a minor correction. Brock seconded the motion. The motion was unanimously approved 5-0.**

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

**No Vote:** None

**Public Hearing** for the purpose of discussing Ordinance 2024-06, an Ordinance rezoning Cache County Parcel Numbers 09-046-0025, 09-046-0022, and 09-046-0023 from RE-2 (Residential Estate 2-Acre) to RMD (Residential Medium Density). The parcels are located on the west side of approximately 300 North State Street.

The Ron Anderson family is working with Richmond City to allow 300 North to extend to the west (this is a long-term project). For the subdivision to be approved there cannot be any non-conforming lots. The request to RMD fits with the surrounding area.

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

Mike Harris asked for clarification on the third parcel. Justin replied Ron Anderson, Richmond City and the Richmond Irrigation and Power Company each own parcels in this request. The irrigation company parcel is very small and where some infrastructure is located.

### **6:35 p.m. Public Hearing Closed**

#### Discussion and possible vote on Ordinance 2024-06

Brent asked about the sewer. Justin reminded the Commission that tonight is only a request for a rezone; however, when the time comes for development a lift station will need to be installed in this area of the city and will need to be installed most likely along the highway. There are a few homes, including the Ron Anderson home, on a septic tank.

Brent asked how the road would be built. Justin explained that it could happen when it is developed, or if the City can secure a grant to help with the cost or a combination of both.

Mike Harris, who owns a dairy nearby, asked if the road would be straight. Justin said it would be as straight as possible. Tonight's request is the last step in order to acquire the land. There is not any current funding and no design has been confirmed at this point.

**\*\*Jay made a motion to recommend approval of Ordinance 2024-06, an Ordinance rezoning Cache County Parcel Numbers 09-046-0025, 09-046-0022, and 09-046-0023 from RE-2 (Residential Estate 2-Acre) to RMD (Residential Medium Density). The parcels are located on the west side of approximately 300 North State Street. Cindy seconded the motion. The motion was unanimously approved 5-0.\*\***

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

**No Vote: None**

**Public Hearing** for the purpose of discussing Ordinance 2024-07, an Ordinance rezoning Cache County Parcel Number 09-046-0019 from A-10 (Agricultural 10-Acre) to RMD (Residential Medium Density). The parcel is located at approximately 300 North 50 West and is approximately 17.83 acres.

Justin explained that this is a similar situation to the last request. The City is working with the Mary Ellen Glenn family about possibly acquiring some land for a future road; 300 North. This request will avoid any non-conforming lots. The Glenn family has requested a rezone change to RMD from A-10.

#### **6:42 p.m. Public Hearing Opened**

Mike Harris asked if this request is to swap property for a road. Justin said if the property were to be rezoned, the Glenn family would consider working with the City for the amount of acreage needed for the road (300 North). The Glenn family has no intention of developing at this time. Justin answered that this would not affect the Greenbelt status of the property according to the information provided by the Cache County Assessor's Office.

#### **6:44 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-07

Brent asked if there was an agreement with the Glenn family that if this is rezoned, the City would get consideration for the road. Justin said there is no written agreement but there is good faith in working with Mary Ellen Glenn and her family. Her family is aware of the situation and has asked for the rezone request whether or not a land purchase is agreed to or not.

Brent questioned whether RMD is the appropriate zone for this area because of the proximity to the highway. Jay said his opinion is this would be appropriate, there is a lot of RMD around it and it makes good sense. Brent thinks even a higher density could work because of good access, short collector roads, and good transportation. Cache agreed and said the children could walk to school. Jay likes the approach being taken.

**\*\*Cache made a motion to recommend approval to the City Council for Ordinance 2024-07, an Ordinance rezoning Cache County Parcel Number 09-046-0019 from A-10 (Agricultural 10-Acre) to RMD (Residential Medium Density). The parcel is located at approximately 300 North 50 West and is approximately 17.83 acres. Cindy seconded the motion. The motion passed 5-0.\*\***

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

**No Vote: None**

**Public Hearing** for the purpose of discussing Ordinance 2024-08, an Ordinance rezoning Cache County Parcel Number 09-046-0020 from RE-2 (Residential Estate 2-Acre) to RLD (Residential Low Density). The parcel is located at approximately 400 North State Street and is approximately 1.90 acres.

Justin said the request is to rezone to RLD because there is not enough frontage for RMD. The long-term plan is to split the parcel into two parcels.

**6:50 p.m. Public Hearing Opened**

Rhonda Davis asked about the minimum acreage allowed on RLD. Justin said the minimum is 14,500 square feet. He confirmed that it could not be split into more than two lots because there is not enough frontage.

**6:52 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-08

Cache said this request makes sense and fits in well with the area.

**\*\*Jay made a motion to recommend approval to the City Council for Ordinance 2024-08, an Ordinance rezoning Cache County Parcel Number 09-046-0020 from RE-2 (Residential Estate 2-Acre) to RLD (Residential Low Density). The parcel is**

located at approximately 400 North State Street and is approximately 1.90 acres. Brock seconded the motion. The motion passed 5-0.\*\*

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

**No Vote:** None

**Public Hearing** for the purpose of discussing Ordinance 2024-05, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-2000 “Subdivision Regulations”, Parts 12-2003-3 “Preliminary Plat Process”, 12-2003-41 “Final Plat Process” and 12-2003-4 “Final Plat Process”.

Justin explained that this was a housekeeping change to help clean up the subdivision approval process which was adopted a couple of months ago. This section of code is a work in progress. Only single-family home projects are administrative approval the rest still come to the council and planning commission. This would help clarify when developers need to come to the planning commission. There is also a couple of additions and corrections to the required signature blocks on the final plat.

#### **6:54 p.m. Public Hearing Opened**

There were not any comments or questions.

#### **6:55 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-05

Cache thanked staff for all their work with this ordinance.

Justin clarified for Brent that the legislature made no changes, that he is aware of at this time, to this ordinance during the latest legislative session in regard to the subdivision approval process.

**\*\*Brock made a motion to recommend approval to the City Council for Ordinance 2024-05, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-2000 “Subdivision Regulations”, Parts 12-2003-3 “Preliminary Plat Process”, 12-2003-41 “Final Plat Process” and 12-2003-4 “Final Plat Process”. Cache seconded the motion. The motion passed 5-0.\*\***

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

**No Vote:** None

**Public Hearing** for the purpose of discussing Ordinance 2024-09, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-500 “Administration” by adding in its entirety Part 12-521 “Restrictions on Open Space Lots or Parcels / Notice of Restrictions”.

Justin said over the last few years there have been inquiries from a homeowner's association about open space and what can and cannot be done with this property. In the Code Section 12-1010-7 Open Space, item 3 states "*The preservation, maintenance, and ownership of usable open space within the PUD must be held by the HOA.*" When legal counsel was reviewing this, they felt that the Code should be more robust with more explanation. The definition is not changing, it is only adding more information for better clarification.

#### **6:59 p.m. Public Hearing Opened**

Rhonda Davis would like a way to review the proposed changes before the meeting. She mentioned an open space area in her neighborhood that has been a struggle to maintain, there is no access and it is a fire hazard. She asked if this change would limit what could be done. Brent said these changes will allow the Planning Commission and/or Council to approve what things may be done without so much ambiguity in the Code. He is cognizant of the fact that open space can be as problematic as it is beneficial. He would like to see it well-planned and utilize native landscaping that would not require a lot of maintenance or create a hazard. Rhonda said moving forward this better clarification will be imperative, but she is frustrated with areas that are currently difficult to access and unusable.

Brent reminded residents that the Planning Commission is a recommending body. The City Council is the authority that makes the final decision. Justin said the City is always happy to send residents the information in advance of the meeting. The Council is looking at ways for meeting information to be posted online. Rhonda said that is a great idea for citizens to be better aware.

Leslie Godfrey asked for more specific clarification about what this ordinance will be doing with open space. She lives in the same subdivision as Rhonda and asked if these changes would limit it from being sold. Justin explained that HOA's cannot sell open space. This ordinance clarifies what can and cannot be done with open space. The land cannot be sold based on the current code whether this ordinance is adopted or not.

#### **7:07 p.m. Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-09
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Jay said in some instances, depending on the size of the open space, it could be a benefit to add public restrooms. Justin said that would be included in "community improvement".

**\*\*Jay made a motion to recommend approval to the City Council for Ordinance 2024-09, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-500 "Administration" by adding in its entirety Part 12-521 "Restrictions on Open Space Lots or Parcels / Notice of Restrictions". Cindy seconded the motion. The motion passed 5-0.\*\***

**Yes Vote: Allen, Bair, Christensen, Mecham, Wallis**

**No Vote: None**

Discussion on multi-family housing overlays and future zones in the municipal code.

Jay reviewed Mixed Residential Medium (MR-20) Development Standards. The Mixed Residential Medium Zone provides a diversity and range of housing options for all stages of life and levels of income, including students, single adults, both young and mature families, and senior citizens. MR-20 areas are located near employment centers and service areas allowing residents to be within walking distance of many services and/or jobs, and where transportation choices are (or will be) available. Structures in this zone will include a mixture of housing types including a variety of townhouses, apartments, and stacked housing developed at 20 dwelling units per acre Commercial/Residential.

Brent said the City Council has asked the Commission to take a more active role in proposing and vetting multi-family zoning. There is currently no multi-family zone; the overlay can be applied in areas that are 2,000 linear feet away from another multi-family overlay. This could potentially limit the beneficial use of multi-family zoning in specific areas.

Jay said UDOT (Utah Department of Transportation) restricts the number of accesses onto the highway so frontage roads could help offset this. He said around Lee's Marketplace would make sense for this type of zoning and use. There are mixed-use (residential/commercial) that have worked well in other areas. Many issues need to be addressed (e.g., parking, type of permitted uses) but this could be something the City could begin working toward. Logan has an MR-20 zone (which allows 20 units/acre).

Cache likes the idea of frontage roads, especially regarding safety on the highway. Mixed-use seems like a good concept to consider. Jay explained that construction requirements will have to be changed to meet all applicable standards. Cache said allowing more height might offset some of the additional costs and allow for more flexibility.

Cache said there is no frontage requirement for the Central Business District. He shared what he has learned about the 1:1 ratio, which is however wide the street is, the frontage is equally wide to allow for pedestrian travel and/or patio areas. This idea can help keep things proportionally balanced. This might also affect building heights.

Joel, City Council Member, said there have been some concerns with building heights, although there have been no specific discussions with other council members. He understands the flexibility it might offer.

Brent said one of the goals of this discussion is to find ways to allow for affordable housing, which the state mandates. Joel agreed and said this is a hot topic for the state. He would like to see opportunities well-planned. It is important to give serious thought to how/where multi-family should be developed. Brent asked if it was better to keep an overlay or better to develop a zone. Justin said staff would much rather have a zone because overlays are complicated. Brent likes overlays because of the ability to use them throughout the city and the diversity it grants; however, the same result could be handled by a well-planned zone.

Brent asked Joel to convey the discussion to the Council. He asked the Commission to review other areas/zones and come up with ideas for the next meeting to begin the basic framework for a zone.

Cache recommended also looking into internal accessory dwelling units, detached dwelling units and other types of housing options which might help with the affordable housing issue.

The next meeting is Tues. April 2, 2024

The meeting adjourned at 7:38 p.m.

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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 City Planning and Zoning Commission will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Tuesday, January 9, 2024**.  
The meeting will begin at 6:30 P.M.

1. Approval of the planning commission meeting minutes from September 7, 2023.
2. Selection of the Planning Commission Chairperson.
3. Discussion and possible vote on the minor subdivision request by Richmond City, for a three (3) lot minor subdivision located at approximately 3 East Main. Parcel Number 09-055-0008. The parcel is approximately 1.25 acres.
4. Discussion and possible vote on the minor subdivision request by Richmond City, for a four (4) lot minor subdivision located at approximately 320 North State Street. Parcel Numbers 09-046-0025 and 09-046-0022. The parcels are approximately 5.17 acres.
5. Introduction and Public Hearing for the purpose of discussing Ordinance 2024-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 2.0 "Street Design", Section 2.01 "General", Chapter 5.0 "Culinary Water System Design", Section 5.01 "General", Chapter 7.0 "Sanitary Sewer Design", Section 7.01 "Sewer Mains" and Chapter 8.0 "Storm Drainage Design", Section 8.01 "General".
6. Discussion and possible vote on Ordinance 2024-02.
7. Introduction and Public Hearing on Ordinance 2024-01, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-2000 "Subdivision Regulations", Parts 12-2002-3 "Authority", 12-2003-1 "Applicability", 12-2003-2 "Pre-Application Meeting", 12-2003-4 "Final Plat Process", 12-2003-5 "Combined Preliminary and Final Plat Process" and adding in its entirety Parts 12-2003-10 "Administrative Land-Use Authority" and 12-2003-41 "Final Plat Process".
8. Discussion and possible vote on Ordinance 2024-01.

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 accommodation for this meeting should contact the City Office at (435) 258-2092, at least three (3) days before the date of the meeting.