



**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 regularly-scheduled meeting at 90 South 100 West Richmond, Utah at 6:30 p.m. on Thursday, January 9, 2024

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

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (Chief Admin Officer/Treasurer), Weston Bellon (Engineer), Joel Draxler (City Councilmember)

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

Approval of the September 7, 2024 meeting minutes

Minutes from the September 7, 2024, Planning Commission meeting were reviewed. Jay moved the minutes to be approved as submitted. Cindy seconded the motion. The motion was unanimously approved 5-0.

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

Selection of 2024 Planning Commission Chairperson

Cache moved to elect Brent Wallis to serve as the 2024 Chairperson. Jay seconded the motion. The motion was unanimously approved 5-0.

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

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.

Justin said the City is looking at some long-term planning and this particular request is to split the property into three (3) parcels (Relic Hall, Post Office, the building formerly called the Relief Society building, a maintenance shop, and a Fire Station). One of the parcels will be the Post Office (the east boundary line will be on the east side of the pine trees for future expansion if they need to). The Relic Hall boundary will follow the road and the other buildings will be on the third parcel. A professional survey was completed. The Post Office parcel is approximately 9,568 SF, and the Relic Hall parcel is approximately 7,328 SF. The zoning remains the same because it is still City-owned.

Cache asked if any of the current buildings would become out of compliance if subdivided. Justin said if the parcels were ever sold or changed, it would fall back to the Central Business District, which does not have any setbacks. He does not anticipate any issues.

\*\*\* A motion was made by Cache to **recommend approval** to the City Council for a 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. Cindy seconded the motion. **The motion passed 5-0.** \*\*\*

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

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.

Justin explained that the City does not currently have access from State Street to the highway at 300 North. The City would like to see 300 North extend from State Street to the highway. There are three (3) property owners involved in this. The City has talked to Ron and Cheryl Anderson and they have an interest in trading property with the City for the road. The City owns parcel 09-046-0025 and the Anderson's own 09-046-0022. The need is 80' wide from the Anderson property for the road to extend. The City parcel will be split into three (3) parcels. If the subdivision is approved, the long-term goal is that Richmond will swap "lot 2" with "parcel A" (the Anderson's will get lot 2 and the City will get parcel A) – which will leave lots 1 and 3 in Richmond City's name/ownership. The name of the subdivision will be the "Ron Anderson West State Street Subdivision". The boundary for the Anderson parcel needs to be south of the frontage road. The dirt road, leading to the Glenn property needs to stay on City property (lot 1). The surveyor has been asked to fix that change. If approved, it would need to be amended so that the north boundary of lot 2 and lot 3 be on the south side of the road. There is a right-of-way with the Glenn family that needs to remain on the City parcel.

Cache asked if the City has determined how it would like to see the main east-west arterial with future growth. Justin said currently 300 North is the main road to get through (fits in with the General Plan). Cache asked about any conversations about possibly designing curves into future roads to help slow down traffic. Justin said it would not be on this road, this is a collector road.

Brock asked about a potential stop light on the highway; Justin said that would be determined by UDOT.

Cache asked about frontage roads along the highway. Justin said 300 North would have to connect, UDOT substantially limits access to the highway.

Brent asked if this subdivision would create a building lot for lot 2. Justin said it would have to be rezoned and the owner is aware of that.

Brock asked if there have been any discussions about high-density housing to the west. Justin said he is not aware of anything and the Glenn family does not have any interest in developing.

\*\*\* A motion was made by Cache to **approve** 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 with the amended north lot boundary line of lots 2 and 3 to be on the south edge of the

existing right-of-way and the adjustment of the west line of lot 2 to compensate for the potential loss of square footage so that it is an equal land swap. Jay seconded the motion. **The motion passed 5-0.**\*\*\*

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

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”.

Weston explained the proposed changes below. The adjustment to 2.01 E-Access to Developments - will ensure that all access roads will be built to current City standards (including fire access roads). City-owned utilities must be installed in public rights-of-way. This will apply to any new subdivisions and will be helpful for homeowners not to have to deal with easements.

The proposed changes in Ordinance 2024-04 include:

#### 2.01 GENERAL

E. Access to Developments: (add wording) *Any and all access roads, including those deemed necessary by the fire department, shall adhere to the minimum standards outlined in this manual including, but not limited to section requirements (asphalt, base course, and structural fill), geometric design requirements, and storm water features.*

I. *Knuckles, eyebrows, corner cul-de-sacs, or similar features are not permitted in Richmond City.*

#### 5.01 GENERAL

AG. *Water system components shall be installed in public rights-of-way only, and not through private property unless otherwise allowed by the City Engineer.*

#### 7.01 SEWER MAINS

R. *Sewer system components shall be installed in public rights-of-way only, and not through private property unless otherwise allowed by the City Engineer.*

#### 8.01 GENERAL

L. *Storm drain system components shall be installed in public rights-of-way only, and not through private property unless otherwise allowed by the City Engineer.*

**6:51 p.m. Public Hearing Opened – No public comments**

**6:52 Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-02.

Cache is pleased with the elimination of knuckles, eyebrows, and corner cul-de-sacs. These are difficult for snow plows and garbage trucks to navigate and work around. It costs a lot of

money to put in asphalt for a small cul-de-sac and/or eyebrow, so it will save the taxpayers in the long run. Additionally, this change will curb speeding in neighborhoods. He asked if other cul-de-sacs have been considered because they often have the same problems as corner cul-de-sacs; Weston said the Code allows a 300' maximum length for a cul-de-sac. The staff has not discussed limiting them any further.

Brent asked if there were any unintended consequences. Weston said there was a recent case of having a storm drain in a backyard; there is an easement for the City to maintain it however, if that had not been the case there would have been no way to move the stormwater back up the road and out to the pond. Sometimes there are concerns if grades and slopes do not allow sewer and stormwater to get to the main collectors or pipes. Brent said there could be situations that are difficult enough that it might not be economically feasible to develop.

Justin said this will always allow the City to be able to maintain utilities and not encroach on private property.

Brent likes the wording "*unless otherwise allowed by the City Engineer*" which will give the City the ability to make good decisions if an area might require special accommodations. Weston said that is the intent of that language. Brock asked how the legality of this would work. Weston said it would allow for review on a case-by-case basis if there were a unique situation.

\*\*\* A motion was made by Jay to **approve 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". Brock seconded the motion. **The motion passed 5-0.**\*\*\*

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

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".

Justin explained that this was a difficult ordinance and was complicated to write. The staff has some concerns with the Senate Bill requiring these changes to the subdivision approval process. It is a significant change to what cities have previously been doing. Currently, subdivision requests come before the Planning Commission and City Council for approval. The legislature has determined that this process be expedited by going to an "authority" board for approval. Because this is a new ordinance, it will likely have to be changed over time but there needs to be a basis to start to come into compliance. The ordinance proposes that and Land Use Authority would be created, city councilmembers and mayors cannot be

on the Authority. This works better in larger cities where there is a planning department and staff who can adequately accommodate the change, but it is difficult for smaller cities like Richmond. He highlighted the following section 12-2003-10 ADMINISTRATIVE LAND-USE AUTHORITY *The City Council has appointed the following individuals as the “Administrative Land-Use Authority” for approval of preliminary and final subdivision plats. This committee will consist of the City Engineer, Public Works Representative, Fire Department Representative, and Chief Administrative Officer.*

*The specific preliminary review and approval by the “Administrative Land-Use Authority”, applies only to single-family, two-family, and townhome subdivisions. Commercial, Industrial, Manufacturing, Condominium, Mixed-Use, and Multi-Family developments do not apply. All Commercial, Industrial, Manufacturing Mixed-Use, and Multi-Family subdivisions must be reviewed by the Administrative Land-Use Authority, before being presented to the Planning Commission.*

He noted that some cities are including 2-3 Planning Commission members to this Authority. If Richmond decides to do this, the individuals will need to be available to attend meetings during the day, the question is what the Commission is comfortable with. Although not listed, it will be reviewed by legal counsel. All comments during the review process will be sent to the developer to address.

The proposed additions include:

**12-2003-2 PRELIMINARY PLAT REQUIRED INFORMATION**

**A. Contents:** *The preliminary plat shall contain the following information:*

- 1. The preliminary plat shall be drawn to scale not smaller than one hundred feet (100') to the inch, and shall show a north arrow;*
- 2. The proposed name of the subdivision;*
- 3. The location of the subdivision including the address and the section, township, and range;*
- 4. The names and addresses of the owner, subdivider if other than the owner, and the engineer or designer of the subdivision;*
- 4. Date of preparation, scale (at least 100 feet to the inch), and north point;*

**B. Existing Conditions:** *The plat shall show the following:*

- 1. The location of the nearest legal monument;*
- 2. The boundary of the proposed subdivision and the acreage included;*
- 3. All property under the control of the subdivider, even though only a portion is being subdivided. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the proposed street system on the unplatted parts of the subdivider's land shall be considered in the light of existing major street plans or other planning commission studies;*
- 4. The location, width, and names of all existing streets within two hundred feet (200') of the subdivision and of all prior platted streets or other public ways, railroad and utility rights of way, parks, and other public open spaces, permanent buildings and structures, and houses or permanent easements;*
- 5. Section and corporation lines, within and adjacent to the tract;*
- 6. Location of all wells, proposed, active, and abandoned, and of all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries;*

Page 3 of 13

7. Existing sewers, water mains, irrigation lines, culverts, or other underground facilities within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries, indicating pipe sizes, grades, manholes, and exact location;
8. Existing ditches, canals, natural drainage channels, and open waterways and proposed realignments; including water conveyance facility right-of-way and easements and any water conveyance facility located in the plat.
9. Boundary lines of adjacent tracts of unsubdivided land, showing ownership where possible;
10. Contour at vertical intervals of not more than two feet (2') except in mountainous or otherwise steep areas where a more practical interval would be warranted;
11. Where applicable, the location of the 100-year floodplain as determined by the Federal Emergency Management Agency (FEMA).

**C. Proposed Plan:** The preliminary plat shall show:

1. The layout of streets (designated by actual or proposed names and numbers), showing location, widths, and other dimensions of proposed streets, alleys, and easements which shall be in conformance to the adopted street master plan;
2. The layout, numbers, and typical dimensions of lots;
3. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision;
4. Building setback line, including showing dimensions;
5. Dedications for water, sewers, drainage, utility lines, and other purposes;
6. Typical street cross sections and street grades where required by the Administrative Land-Use Authority;
7. A plan or method by which the subdivider proposes to handle stormwater drainage for the subdivision. Any disposal of stormwater in an open waterway shall require the approval of those responsible for the open waterway;
8. A plan for culinary water improvements and waste disposal improvements for all lots proposed within the subdivision;
9. An adequate traffic report prepared by a qualified traffic engineer when required by the City Engineer.

**D. Property Owner Agreements:** Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the planning commission.

**12-2003-3 PRELIMINARY PLAT PROCESS**

- A. A preliminary plat shall be submitted to the planning department, with a complete application and fee payment determined by the current prevailing fee schedule. The preliminary plat will be reviewed by the Administrative Land-Use Authority. Upon receiving approval from the Administrative Land-Use Authority, the preliminary plat may then advance to the final plat process.
- B. The process of review will be considered a review cycle. A total of four (4) review cycles can occur before approval or denial by the Administrative Land-Use Authority. Failure to submit a completed application, preliminary plat, and paying the appropriate fees will result in the review process being restarted.
- C. Following the review of the proposed subdivision, the Administrative Land-Use Authority shall either approve, propose conditions, or reject the preliminary plat. Once approval

has been given, the preliminary plat will be reviewed by the City Attorney and a full set of construction documents shall be provided to the City Engineer.

- D. The review cycle restrictions and requirements of this section do not apply to the review of subdivision applications affecting property within identified geological hazard areas.
- E. All applications and fees will start over after the four (4) cycles.
- F. A total of four (4) review cycles are provided by the city. Each review for a preliminary plat shall be completed within fifteen (15) business days after complete application submission.
- G. Granting of a preliminary plat approval by the Administrative Land-Use Authority shall not constitute a final acceptance of the subdivision. Nor shall approval of the preliminary plat relieve the subdivider of the responsibility to comply with all required conditions and ordinances, and to provide the improvements and easements necessary to meet all city standards and requirements.

### **12-2003-41 FINAL PLAT PROCESS**

A. Within eighteen (18) months of the approval of the preliminary plat by the Administrative Land-Use Authority, the subdivider shall prepare a final plat in accordance with the provisions of Chapter 12-2003-4 "Final Plat Preparation and Required Information". One (1) electronic version shall be submitted to the planning department.

The "Administrative Land-Use Authority" shall, upon receiving the final plat, review, approve, or deny, based on the Richmond City Municipal Code. The process of final review will be considered a review cycle. A total of four (4) review cycles can occur before approval or denial by the Administrative Land-Use Authority. Failure to submit a completed application, final plat, and paying the appropriate fees will result in the review process being restarted. Following the final determination by the "Administrative Land-Use Authority," and after compiling all requisite signatures, the subdivider shall then submit the final plat to the Cache County Recorder.

### **12-2003-4 FINAL PLAT PREPARATION AND REQUIRED INFORMATION**

A. The purpose of the final plat is to require formal approval by the Administrative Land-Use Authority before a subdivision plat is recorded in the office of the Cache County Recorder. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this title. The final plat and construction plans submitted shall conform in all respects to those regulations and requirements specified during the preliminary plat process. Final plats may be submitted in phases, provided each phase can exist as a separate project capable of independently meeting all of the requirements of this chapter. The separate development of said phases shall not be detrimental to the Subdivision nor to the adjacent properties in the event the remainder of the project is not completed.

B. Application for final plat approval shall be made by submitting one (1) hard copy and an electronic version of the proposed final plat and one (1) set of construction plans, to the planning department within eighteen (18) months after approval or conditional approval of the preliminary plat by the Administrative Land-Use Authority. This time period may be extended for up to six (6) months for good cause if the subdivider petitions the Administrative Land-Use Authority for an extension prior to the expiration date; however only one (1) extension may be granted. At the time of application, the appropriate fee shall be paid in accordance with the current prevailing fee schedule.

### **C. Preparation and Required Information**

1. *Preparation: The final plat must be prepared by a licensed land surveyor on a sheet of approved mylar with waterproof black ink. The top of the plat shall be either north or east, whichever best accommodates the drawing. The final plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.*
2. **Description And Delineation: The final plat shall show:**
  - a. *The name of the subdivision, as approved by the Administrative Land-Use Authority.*
  - b. *Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. A boundary description of the subdivision shall also be provided;*
  - c. *An identification system for all lots and blocks and names and numbers of streets. Lot lines shall show dimensions in feet and hundredths;*
  - d. *True angles and distances to the nearest established street lines of official monuments, which shall be accurately described in the plat and shown by appropriate symbol;*
  - e. *Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs;*
  - f. *The location of all monuments to be installed and accurately located by the appropriate symbol. All United States, state, county or other official benchmarks, monuments or triangulation stations in or adjacent to the property, shall be preserved in precise position;* Page 12 of 13
  - g. *The dedication to the city of all streets and highways included in the proposed subdivision;*
  - h. *Pipes or other such iron markers, with the appropriate surveyor's tag, shall be placed at each lot corner prior to approval of the final plat;*
  - i. *Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses of all property owners;*
  - j. *Where it is proposed that streets be constructed on property controlled by a public agency or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the city attorney;*
  - k. *The final plat shall be prepared on twenty-four-inch by thirty-six-inch (24" x 36") approved mylar and shall have a one-and-one-half inch (1 1/2") border on the left and a one-half inch (1/2") border on the three (3) remaining sides;*
  - l. *The street address for each lot shall be shown on the final plat. Street address shall be assigned by the city;*
  - m. *All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the city;*
  - n. *All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on the final plat shall be close to an accuracy of not less than one part in five thousand (1/5,000);*



- o. A legend and general notes or statements as required by the city or other interested parties and a north arrow and the scale of the drawing;*
- p. Utility easement across all lot frontages that are adjacent to public streets and other required easements for water, sewers, drainage, utility lines and other purposes; The Utility easement must conform with the most current version of the Richmond City Manual of Design and Construction Standards*
- q. The area of each lot in square feet or acres;*
- r. A basis of bearing shall be indicated on the plat.*

**3. Standard Forms For The Final Plat: The final plat shall include:**

- a. A registered land surveyor's certificate of survey in the form required by state law;*
- b. The owner's certificate of dedication;*
- c. A notary public's acknowledgment;*
- d. The city Planning Manager;*
- e. The City Engineer's certificate of approval;*
- f. The City Attorney's certificate of approval;*
- g. A space in the lower left-hand corner of the drawing for the Cache County Recorder's use;*
- 4. Submittal: The final plat shall be submitted for approval with a title opinion by a licensed abstract company showing the names of the owner or owners of the subdivision.*
- 5. Utility Easement Approval: The final plat shall show all utility easements required for the installation and maintenance of utilities needed to serve the subdivision. The final plat shall not be approved by the City Engineer until the subdivider obtains the signature of an officer of every utility company providing utility services in the city, which signature shall indicate that the utility easement is in a form acceptable to the utility company's plans for providing services in the subdivision.*
- 6. The locations for the placement of cluster mailboxes. A letter from the postmaster approving the location (s) shall be included with the final plat.*
- 7. The city must approve all proposed dumpster locations.*

**12-2003-10 ADMINISTRATIVE LAND-USE AUTHORITY**

*The City Council has appointed the following individuals as the "Administrative Land-Use Authority" for approval of preliminary and final subdivision plats. This committee will consist of the City Engineer, Public Works Representative, Fire Department Representative, and Chief Administrative Officer.*

*The specific preliminary review and approval by the "Administrative Land-Use Authority", applies only to single-family, two-family, and townhome subdivisions. Commercial, Industrial, Manufacturing, Condominium, Mixed-Use, and Multi-Family developments do not apply.*

*All Commercial, Industrial, Manufacturing Mixed-Use and Multi-Family subdivisions must be reviewed by the Administrative Land-Use Authority, prior to being presented to the Planning Commission.*

**7:17 p.m. Public Hearing Opened – No public comments**

**7:18 Public Hearing Closed**

Discussion and possible vote on Ordinance 2024-01.

Jay asked about Section 12-2003-2. 4 *"The names and addresses of the owner, subdivider if other than the owner, and the engineer or designer of the subdivision."* He does not think "designer" should be listed and requested it be changed to "...engineer, or licensed surveyor".

Jay referenced 12-2003-4-C h. *"pipes or other such iron markers, with the appropriate surveyor's tag, shall be placed at each lot corner prior to approval of the final plat."* He suggested striking item h. If in practice we are not currently doing this, it should be stricken, the Commission agreed.

Brent deals with developers in his professional career and hears the complaints they have about getting subdivisions approved, he understands the reason for the creation of an administrative action, however, he also recognizes it places the burden on the City to create the policy/procedure. The Code needs to reflect what the practice will be. The legislation intends to help streamline the process and make it easier. Based on that, he can see the desire to have a Commission member as part of the Land Use Authority. It could require a significant amount of time. A member of the Commission could help guide changes to ordinances and help staff adjust the Code where it might be lacking. Justin said the desire is to ensure that the Commission was not left out. The staff assigned to these reviews are professionals in their fields. Weston said he appreciates feedback from the Commission on things like landscaping and other aesthetic items that could be overlooked. Justin said the Commission can always view the plans and send comments to the Land Use Authority for consideration.

Jay asked about the fee. HollyJo said there is a subdivision base fee and then it depends on the number of lots.

Cache suggested moving the makeup of the Land Use Authority to the top of the ordinance so that developers can easily know who will be involved in the process.

Justin pointed out that the Commission will still handle all other items (e.g. zone changes, code changes, etc.). When rezones are determined, the requirements are set. Subdivision requests will have to adhere to the requirements within the zone.

Cache said there are ways that we can be proactive, the most effective way is to make it clear in the Code what is expected. The public needs to be motivated, educated, and involved in shaping the Code. Generally, public involvement is late in the process, he would like to see them involved sooner. Once the Code is approved, the Commission has to adhere to those requirements. Justin agreed and said on February 1, 2024, from 6-7 p.m. there will be a workshop with the Planning Commission and the City Council to discuss appropriate areas for different types of developments.

Justin reiterated that this ordinance can be changed over time, as often as necessary. He also said the proposals can be put on the website for the public to view and submit comments.

\*\*\* A motion was made by Jay to **approve** 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” with the changes as stated above. Cache seconded the motion. **The motion passed 5-0.**\*\*\*

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

The meeting adjourned at 7:47 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.