



# 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, September 2, 2025**

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

**Commission Members Excused:** Brent Wallis, John Hortin

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Amber Ervin (City Council)

**Others Present:** John Harris, Vern & Marian Fielding, Debbie Zilles

Approval of the July 1, 2025 meeting minutes

**\*\*\*Todd moved to approve the July 1, 2025, Planning Commission meeting minutes. Cindy seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote: None**

**Absent: Wallis**

**Public Hearing** for the purpose of discussing Ordinance 2025-11, an Ordinance rezoning Cache County Parcel Number 09-051-0018 from RLD (Residential Low Density) to RMD (Residential Medium Density). The parcel is located at 396 West Main and is 0.61 acres.

## **6:32 p.m. Public Hearing Opened**

Vern Fielding explained that Richmond City approved a building permit in 1974 for the construction of a second home/mobile home behind the house at 396 West Main. It is built on a permanent cinder block foundation and has always had its own separate culinary water, sewer, power, and gas hookups. Since there are two residences on a single tax identification number, the options for the property are limited. The property is 0.61 acres and is short 8,000 square feet to be able to subdivide in the RLD zone. It has more than enough acreage and frontage to subdivide into two conforming lots in the RMD zone legally. This rezone will not facilitate any new structures or homes. It is simply a way to bring the current property into conformity and resolve a situation that was created 50+ years ago.

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

Discussion and possible vote on Ordinance 2025-11

Cindy is a neighbor. She thanked Vern for letting her know what the proposal was about. Justin confirmed for her that if anything changed, it would have to meet all current and applicable requirements including setbacks if the existing home was removed and a new home built.

Cache said this is an area where RMD exists, and increased density makes sense; he did not see any issues.

Cindy asked how big each lot would be; Vern said they would be approximately 1/3 acre.

Brock said this proposal makes sense, and he does not see any red flags.

**\*\*\*Todd moved to recommend approval to the City Council for Ordinance 2025-11, an Ordinance rezoning Cache County Parcel Number 09-051-0018 from RLD (Residential Low Density) to RMD (Residential Medium Density). The parcel is located at 396 West Main and is 0.61 acres. Brock seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote: None**

**Absent: Wallis**

Justin answered for Cindy that notices of projects are advertised on the City website, [www.richmondutah.gov](http://www.richmondutah.gov), and the Utah Public Notice website, and are also emailed to those with utility accounts who have email addresses on file. Right now it is estimated 80-85% of the City can be reached via email. USPS (United States Postal Service) mailings are not required, but they can be considered if the Commission would like to add that step to the process. It just takes time and money to send out parcel specific mailings.

The meeting adjourned at 6:46 p.m.

Next scheduled meeting: October 7, 2025

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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, September 2, 2025**. The meeting will begin at 6:30 P.M.

1. Approval of Planning Commission Meeting Minutes from July 1, 2025.
2. Public Hearing for the purpose of discussing Ordinance 2025-11, an Ordinance rezoning Cache County Parcel Number 09-051-0018 from RLD (Residential Low Density) to RMD (Residential Medium Density). The parcel is located at 396 West Main and is 0.61 acres.
3. Discussion and possible vote on Ordinance 2025-11.

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.