



## RICHMOND CITY COUNCIL MEETING August 19, 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, August 19, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Lyle Bair

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

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Karen Tejan, Melissa Titensor (City Treasurer), John Harris, Lora Smith, Jamie Hancock

**Others Present:** Eric Maughan, Todd Smith, Lara Smith, Terrie Wierenga, Cindy Allen, Val Christensen, Debbie Zilles, Sheldon Archibald, Tim Smith, Robert Poyner, Wendy Poyner

### Approval of the city council meeting minutes from July 21, 2026.

**\*\*\*Councilmember Black moved to approve the July 21, 2026, City Council meeting minutes as submitted. Councilmember Wood seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

### Recognition of Library Director Lora Smith for years of dedicated service to the city.

Mayor Young and the city council thanked Lora for her ten years serving as the Richmond City Library Director. He appreciated all she has done, and the City is grateful for her service.

### Approval of Jamie Hancock as Library Director effective September 12, 2026.

Councilmember Schumann said the City interviewed three qualified candidates and selected Jamie Hancock as the new library director, effective September 12, 2026. Mrs. Hancock has lived in Richmond for ten years and worked at the library for seven years. She loves the City and is honored and excited to serve the community.

**\*\*\*Councilmember Schumann moved to appoint Jamie Hancock as the Richmond City Library Director effective September 12, 2026. 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 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.**

Eric Maughan purchased property from Loy Jean Wertman that is currently zoned RLD. Mr. Maughan requested rezoning to HC so his entire property would be under the same zoning designation. The intent for the property is to use it as a material storage area like the rest of the area at Rocky Mountain Landscape Products.

Mr. Lewis stated that the Planning Commission reviewed the request and recommended approval. A boundary line adjustment was completed after the property was purchased. Public comments at the Planning Commission meeting included support for the request, a child-safety concern along 300 West which Mr. Maughan addressed, and one comment opposing the proposal.

Mr. Maughan clarified that he will not access the property from 300 West. He will access the property from 100 South, off the highway and also has access from behind Maverik on Main Street.

Councilmember Wood stated that Mr. Maughan clearly explained his intended use of the property at the Planning Commission meeting and that the rezoning request is reasonable.

Councilmember Black expressed support for the request but asked whether Mrs. Wertman's remaining property would continue to comply with zoning requirements and whether the request would create a nonconforming parcel. Mr. Maughan stated that he ensured Mrs. Wertman was taken care of and that the remaining property has sufficient frontage and setbacks, so it is not a non-conforming lot. Mr. Lewis confirmed that Mrs. Wertman's parcel is 16,552 square feet.

**\*\*\*Councilmember Wood moved to adopt Ordinance 2026-12, 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.**

**Councilmember Bair seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

**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".**

Mr. Lewis explained that the State mandates that internal accessory dwelling units (ADU) be allowed. This proposal is for detached ADU's to be allowed as well. The Planning

Commission has reviewed and discussed this issue for the last several months. The Ordinance is crafted to allow detached dwelling units. One focus of the discussion was setbacks, and the Planning Commission ultimately decided to use the zone's existing setbacks. He clarified that accessory dwelling units would be allowed only in A-10, A-5, RE-1, RE-2, RLD, and RMD. Parking spaces will be hard-surfaced, such as concrete, asphalt, asphalt tailings, or compacted gravel. The unit must meet all Fire Department requirements. The Planning Commission recommended approval by a 4-1 vote. The dissenting vote was due to setbacks; that member would have liked to see them decreased. This section can be changed at any time. He noted that detached units will not work for every lot, especially small lots.

Councilmember Wood said the Commissioners spent a lot of time and had a thoughtful discussion about this issue and the details of the proposal. This seems like a good foundation.

Councilmember Draxler served as the liaison to the Planning Commission when this conversation began. One of his concerns was that one of the dwellings must be owner-occupied. Although he is fine with this proposal in theory, he questions whether it might become cumbersome to enforce over time.

Mr. Lewis pointed out that this is addressed in 12-805-21 B. 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.*

Councilmember Wood said the hope is that if an owner lives on-site, there will be fewer nuisance problems.

At Councilmember Bair's request, Mr. Lewis listed the required setbacks for each zoning designation. He explained that if the City Council determines the setbacks should be changed, the changes would need to be addressed in a different section of the City Code and could not be made tonight as they are only referenced in the code amendments.

Councilmember Bair has stayed in a detached ADU with its own sprinkler system in case of a fire. He wants to ensure that the Fire Department is comfortable with the requirements. Mr. Lewis said they reviewed the proposal.

Mr. Lewis noted that privacy was discussed during the setback conversation at the planning commission meetings. He explained that privacy is very difficult to legislate.

Councilmember Bair stated that the proposal makes sense in the current housing market. He is not opposed to it but is interested in identifying and addressing any potential issues.

Mayor Young noted that detached units would apply only to larger lots, which would naturally limit who can utilize this potential housing option. Mr. Lewis agreed and said the intent is not for this to fit every parcel, but to allow it for large lots which is where all of the current requests have been in this regard.

**\*\*\*Councilmember Black moved to adopt 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”. Councilmember Bair seconded the motion. The motion was approved 5-0. \*\*\***

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

**No Vote: None**

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| <b>Discussion on Municipal Code Part 14-60 “Service Outside of Richmond City”.</b> |
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The current Code reads as follows:

**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 a vote in an open public meeting by the Richmond City Council acting in its capacity as the Water Authority, exceptions may be granted; however, granting one exception shall not be construed as precedent for further exceptions. This part does not affect pre-existing agreements between Richmond City and current users outside of the city limits.

Mayor Young has received several requests since taking office and asked for the City Council’s thoughts on the issue. He noted that Richmond does not currently support the use outside the City limits, based on the belief that the benefit should be reserved for those who pay property taxes within the City. He explained that some cities allow the use outside their city limits, while others do not.

Mayor Young reminded the Council that State law does not allow the City to charge a different water utility rate, which creates a perception that those outside the community receive a better deal. One of the main advantages is more money coming in to pay for the water; the disadvantage is this generally removes the desire for future annexation by those specific parcel owners.

Mr. Lewis said that Utah Code Section 10-7-14 requires a municipality to create a service area map and send it to the state engineer if the city supplies water to customers living outside the city limits. Once the area is designated, no parcel within that area can be denied a water service connection. This would take time, money, and coordination.

Mr. Lewis stated that the advantages of allowing connections outside the City limits would include receiving the monthly utility fee, a one-time water dedication payment, a one-time water impact fee as well as having the developer pay for the required extension of the city infrastructure.

The disadvantages would include the potential to create dead-end waterlines and to reduce the existing system's capacity with each additional connection outside the City. Allowing these connections could also reduce the City's leverage for annexation and, in some scenarios, create "islands" of property because annexation cannot be forced. Additionally, the City would not receive sewer fees or connections by these property owners. The City would have to work with the County for maintenance as the infrastructure would be placed in their right-of-way. He said this would be an expensive endeavor.

Mr. Lewis also noted that the City cannot control Cache County zoning in the unincorporated areas, so, for example, if a lot or lot(s) within the service area subdivide and develop, everyone can tie into the water system.

The consensus of the City Council was unanimous in not changing the current Ordinance. If it begins, it may be hard to handle unforeseeable problems, and the disadvantages outweigh the possible advantages.

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| <b>Update on the sidewalk repair and maintenance schedule for Fiscal Year 2027.</b> |
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Mrs. Karren presented the following sidewalk expenditures for the last few years as requested:

2026-2027 Budget: \$80,000

Actual Expense:

FY2027 \$80,000

FY2026 \$44,295

FY2025 \$40,377

FY2024 \$26,775

FY2023 \$28,314

Fiscal Year 2027 Sidewalk Projects

300 S State Street from 300 S to 200 S, including bridge repair

320 South State - entrance to apartments

100 West from 100 South to 200 South

470 South State to 566 South State

109 South State, section as listed on map

110 South State, section as listed on map

Fiscal Year 2026 Sidewalk Projects

200 E from Main to 80 N

100 E 200 S

200 E 200 S  
30 W 470 S – patch  
470 S - patch bus entrance

#### Fiscal Year 2025 Sidewalk Projects

200 N 200 E – patch  
443 S 160 W  
300 S State- CVTD Bus Stop/Wheelchair Ramp to corner of 300 South  
400 W from 600 South to 200 South

Mayor Young stated that the City is continually working to improve sidewalks. He would like to broaden the discussion to include the City Council in decisions about sidewalk approvals and to better understand the reasoning and priorities behind those decisions on which projects are completed. The City's sidewalk improvements have generally focused on safe routes to schools; however, he recognizes sidewalk needs throughout the City, which is why the sidewalk budget has increased each year. He would also like a sidewalk improvement map developed and made accessible to residents so they can better understand where improvements are planned or have been completed.

Mrs. Karren said the big push this year is focused on State Street and safe, walkable routes to school. The goal is to build from the City's inner areas outward. A section along 300 South State and the bridge in that area has been a problem for years. It has been patched repeatedly, and the bridge now needs to be rebuilt. The property owner west of the bridge is willing to help with access for this improvement project. Val Christensen, the property owner, said it is crumbling and creating a hazard. It is also difficult to keep it clean and maintained. This is a much-overdue improvement and will be a win for everyone in the community.

Councilmember Black discussed the area on the east side of 100 South to 200 South on 100 West. Mrs. Karren noted that only existing sidewalks are being improved; no new sidewalks are being added. An interactive map was included in the City Council's meeting packet.

Mayor Young encouraged public feedback on which areas may need improvement.

Councilmember Black asked about accountability for sidewalk damage. Mrs. Karren said there is nothing in the Municipal Code at present but will research how other communities address this concern.

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| <b>Update on the sidewalk escrow agreement for new subdivisions.</b> |
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Mayor Young said this is a good conversation for the City Council to have. When he was on the City Council years ago, the City allowed major and minor subdivisions. The City has since changed this distinction and considers a single lot split a subdivision. He wanted to clarify the interpretation; for example, a landowner who splits their lot would still be considered a "subdivision." The question then is whether sidewalk is required for the new lot and not retrofit the old lot, or to require a sidewalk along the existing lot since it has changed when it was subdivided.

Mr. Lewis was asked to research how other communities handle a specific single-lot split. Smithfield requires curb, gutter, sidewalk, and road improvements. Wellsville, Millville, and Hyde Park, except for one block in the historic area, require sidewalks on both lots. Lewiston is currently updating its code, but it does not require sidewalks on a split such as this.

Mayor Young agreed that there are areas of empty space/lack of sidewalk, followed by a small stretch of sidewalk. Legally, there are not many options; it is usually required or not required, and it is up to the city to decide what they want to require in their code.

Councilmember Black expressed support for allowing a landowner to legally sign an agreement stating that they will not install a sidewalk but will instead contribute funds to a sidewalk fund. Mayor Young stated that legal counsel advised that this could not be done because of the numerous legal complications associated with establishing and managing this type of fund.

Mayor Young noted that decisions are only good if they are codified, especially given the ever-changing mayor, council, and staff positions.

Councilmember Wood asked whether it could be based on zoning. Mayor Young said it needs to be consistent and avoid “spot zoning.” Often, growth cannot be anticipated, such as when Lee’s Marketplace came to town in an area of town, northwest, which previously had little developed there.

Councilmember Bair said there should not be a different standard for existing and new development. He discussed sidewalk connectivity issues near his home.

Mayor Young would like to continue this discussion and asked staff to gather additional information for further conversation about possible options for the City Council to consider.

#### **Staff Reports and Monthly Financial Review.**

Mrs. Karren

- ✓ July had four new zoning clearances – two sheds, one detached garage, and one single-family home.
- ✓ Chip and seal is done for the fiscal year. The County will finish the fog seal on Wednesday.
- ✓ Striping will start tomorrow; school zones and crosswalks are being prioritized. She will email the map to the Council.
- ✓ There will be a new section next to the old bank for the Park Bench Community Center parking which will be visible on the map.
- ✓ Crossing guards and their substitutes are ready to start next week when school opens for the year.
- ✓ The Children’s Theater which was Seussical the Musical Jr. had a great run on August 13<sup>th</sup> – 15<sup>th</sup>, with two nights sold out. The financial report on the event will

be sent to the Council. The Mayor noted that the Council can decide how often to support these types of events, as there is a cost to the City.

- ✓ There were 89 responses to the community survey on city celebrations during Halloween or Christmas. The decision was to hold a Holiday Festival, so the Halloween Carnival will not be held this year. The tentative date for the festival is Saturday, December 5th. Mayor Young noted that he would like to track staff hours for these types of events such as the City Party, Holiday Festival, Black & White Days, etc. moving forward.
- ✓ Park Bench Senior & Community Center remodel – Mrs. Tejan presented the banner to be displayed on the south side of the building. Councilmember Black noted that the black outline of the trees in the design background appears quite light; Mrs. Tejan will look into adjusting it. The Health Department inspection passed yesterday. Next Thursday, essential supplies will be moved in, with a tentative soft launch on Monday, August 31<sup>st</sup>. The staff's key fobs are being updated. The City has been amazing in its support of the remodel project and relocation of The Park Bench to this newly updated building.

### **Councilmember & Mayor Reports**

Councilmember Bair said there was a meeting last week with County Executive George Daines to talk about the proposed Fire District voucher program. Discussions on this issue are ongoing. The north end of the valley is better prepared than the south end as the north end already offers EMS service. Smithfield has done a great job providing fire coverage for Richmond the last few years.

Councilmember Schumann will work on the Open House for the Park Bench's opening.

Councilmember Wood is excited to have Mrs. Hancock as the new Library Director. Work is underway to start the Youth Council for the school year, and a recruiting event will be put together.

Mayor Young said the bids for the Quonset building replacement were \$120,000-130,000; the tear down was \$15,000. Once everything was figured out, it ended up costing double the original estimate if the original building was replaced. Mr. Harris reported that the cement had been torn out. Mayor Young hopes to get the doors and cement in place now to allow for storage.

Councilmember Draxler presented two options for proposed culinary well locations west of the Park Community Center. He outlined the preferred option and indicated the locations of the restrooms (20'x30'), pavilion (60'x30'), and Well House (20'x30'). He explained that this site plan is preferable because no potential contaminants can be within a 50-foot radius of existing or future sewer lines; shifting the pump house to the east places the existing sewer lateral outside that radius. The well will be closer to the existing parking lot. Councilmember Black asked about the old restrooms; Mayor Young said the cinderblock building will be used for storage. Mr. Lewis asked whether the proposed new restroom location would affect the 50-foot radius. Councilmember Draxler said the plan is to run the line with specially sealed pipes southwest and connect it to the existing restroom sewer

line. This plan better uses the flat area and places the gazebo and pump house on the hillside.

Mr. Harris asked whether the existing Park Community Center building's bathroom facilities would affect the design. Councilmember Draxler said they would scope out those lines and he appreciated the comment.

Mrs. Titensor asked whether the gazebo, specifically noise, would affect the Spartan Companies offices. Councilmember Draxler will speak with them and gather their input.

Councilmember Draxler followed up on last month's discussion about repair maintenance on the 100 North sewer line and a map was reviewed. The Council approved the repair, estimated at \$16,000–\$17,000. He noted that 1/3 of the City's flow enters this line and that many issues will eventually need to be addressed. Because future repairs are needed, the plan to install the wider strip of asphalt along 100 North will be paused for now. The City Engineer is exploring options and determining which improvements will be most beneficial for the entire system in that area.

#### **Staff Reports and Monthly Financial Review.**

Mr. Lewis provided the financial reports and highlighted the following items:

- ✓ Revenue 3656 – Cemetery District paid their contract contribution of \$39,302.50 which is for July through December 2026.
- ✓ Insurance paid and allocated throughout appropriate funds. The main insurance payments are made in July of each year for the entire fiscal year.
- ✓ Purchased mini-excavator (4460), the old one was traded-in on the new one
- ✓ One water and one sewer impact fee were collected in July for a single-family home.

The City party will be held on Friday, September 11, 2026, and will feature an America250 theme. Free kids' rides will begin at 5:00 p.m., with free dinner at 6:00 p.m. The Campbell's Company, which owns Pepperidge Farm, will be a major sponsor of the event and will fund the entertainment.

RAPZ tax funding for the pickleball courts was approved earlier in the year. Years ago, Richmond applied for funding through the Land and Water Conservation Fund (LWCF), a federal program that funds, among other things, recreational opportunities. The National Park Service (NPS) administers the program. The existing tennis courts are encumbered and bound by a federal restriction for perpetual recreational use. The city submitted a new LWCF grant application earlier in the year. Step 1 of the NPS funding has been submitted, and NPS is asking how much acreage the City is willing to encumber for the newly submitted pickleball courts grant. The first submittal was 1.34 acres which is the tennis courts, west playground, gazebo, and parking lot area located towards 200 West. NPS reviewed, replied and are requesting the entire park. They were told that could not be done because of the culinary water well being drilled on the south end of the park area. They then asked about the northern portion in the area of the Star Garden. He asked the Council to decide whether the north section should be included. He reminded them that if it is encumbered, the City can never sell or develop that land, and it must always remain a

recreational area. If the north is encumbered, the City cannot expand the north corner of this area which is a separate parcel and the location of the food court.

Mayor Young has never liked the fact that the tennis courts are encumbered, and he is apprehensive about encumbering the entire park.

After a brief discussion, the Council agreed to resubmit only the 1.34 acres, as originally submitted.

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| <b>Councilmember &amp; Mayor Reports</b> |
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Mayor Young would like to hold a “Day of Service” on September 11th before the City Party. He will reach out to community businesses and residents to help with projects. This could be a good opportunity to paint the grandstands and do other service-related projects.

The meeting adjourned at 9:32 p.m.

Next scheduled meeting: September 15, 2026

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder