

**PAROWAN CITY HISTORIC PRESERVATION COMMITTEE  
MEETING MINUTES - FEBRUARY 25, 2025 – 10:30 A.M.  
PAROWAN CITY OFFICES CONFERENCE ROOM  
35 E 100 N, PAROWAN, UT 84761**

**COMMITTEE MEMBERS PRESENT:** Merry Dean (Chair), Kristen Robinson, Toni Robison

**ABSENT (EXCUSED):** Debra Slotboom, Councilmember David Burton

**ADMINISTRATION AND STAFF PRESENT:** Mayor Mollie Halterman, Dan Jessen Callie Bassett

**PUBLIC PRESENT:** Zachary Green

**1. Call to Order**

Merry Dean called the meeting to order at 10:29 AM.

**2. Declaration of Conflicts with any Agenda Item**

Merry Dean asked if anyone had a conflict with the agenda items. There were no declarations of conflicts with any agenda items.

**3. Approval of Minutes from February 10, 2025**

Kristen Robinson moved to approve the minutes from June 5, 2024. Toni Robison seconded the motion. All members voted in favor of the motion. The motion carried.

**Approval of Manufactured Home at 30 N. 100 W: Zachary Green**

Zachary Green explained that he and his wife had purchased the Holterman lot and were planning to put a manufactured home on it. He presented the layout and stated they needed to get the colors approved.

Dan Jessen provided background on the building permit process, noting it was a substandard lot but met certain criteria. He explained that any new building in the Historic Preservation District needs approval from the committee for aesthetics, colors, and materials.

Zachary Green confirmed the building would be similar to the picture provided, with the exact structure minus the colors. He clarified that the trim and everything would match the image. Merry Dean asked if that was how it would fit on the lot, which Zachary confirmed.

Toni Robison made a motion to approve the colors for the manufactured home. Kristen Robinson seconded the motion. All members voted in favor of the motion. The motion carried.

**4. Review Letter to Send to Historic District**

Merry Dean brought up the letter in the back of the packet to be sent to everyone in the historic district. She mentioned it wasn't dated but could be dated that day if approved. Dan Jessen suggested sending it to all properties in the district, including empty lots, so owners would know they need to do something when getting a building permit.

Mollie Halterman suggested adding a bullet point about new construction, fencing, or outbuildings requiring approval, as some people might not consider these as new construction.

The committee discussed improving the map included with the letter, suggesting labeling roads more clearly and making it easier for people to understand. Dan Jessen explained the difficulties of linking

directly to the relevant code on the city website. The committee discussed potential improvements to make the information more accessible.

No formal motion was made, but the committee agreed to have Dan Jessen work on editing the letter and improving the map before sending it out.

### 5. Member Comments

Merry Dean brought up the topic of historic homes, businesses, monuments, and other structures in town that aren't in the historic district. She read from city code 15.42.030 regarding the historic preservation committee's ability to compile a list of historic buildings and landmarks.

Dan Jessen clarified that if a monument or landmark is put on an official list, it has the same restrictions as if it were in the district. He explained that the intent is not to expand the district to the whole city but to protect specific important sites.

The committee discussed several potential sites for consideration, including:

1. The flagpole
2. The Bishop's Storehouse
3. The Parowan Rod and Gun Club building
4. Various monuments around town

They agreed to compile a list of potential sites and discuss it further at the next meeting.

Merry also suggested setting a regular meeting day, proposing Wednesdays at 10:30 or 11:00 a.m. The committee agreed this would make scheduling easier.

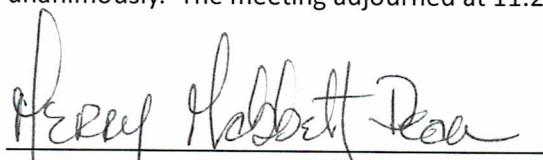
### 6. Public Comments

Mayor Halterman mentioned she would be getting new signs for the Gym on Main Street, made by the same people who did Jersey's Corner signs. The committee briefly discussed the previous decision regarding Jersey's Corner having two signs due to separate property owners and parcels.

Mayor Halterman also proposed adding signs to mark the entrance to the historic district on main roads. The committee agreed this was a good idea to increase awareness of the district.

### 7. Adjourn

Toni Robison moved to adjourn the meeting. Kristen Robinson seconded the motion. The motion passed unanimously. The meeting adjourned at 11:22 a.m.

  
Merry Dean, Chair

  
Callie Bassett, City Recorder

Date Approved: 3/19/2025