

**Planning and Zoning Minutes**  
**June 15, 2022 – 6:00 P.M.**  
**35 East 100 North – Parowan City Office**

**MEMBERS PRESENT:** Larry Zajac (Chair), Jake Hulet, Lily Shurtleff, Jerry Vesely, Jamie Bonnett (Call-in) Heather Peet (Alternate), David Burton (Council Representative), Judy Schiers (Secretary)

**MEMBERS ABSENT:** Cleve Matheson, (City Manager), Justin Wayment (Attorney)

**PUBLIC AND COUNCIL PRESENT:** Sharon Downey, Jim Shurtleff

**CALL TO ORDER:** Larry Zajac called the meeting to order at 6:00 P.M.

**ANY CONFLICTS WITH ITEMS ON THE AGENDA:** There were no conflicts declared.

**APPROVAL OF MINUTES (JUNE 1, 2022):** Jerry Vesely made a motion to approve the minutes from June 1, 2022 as written. Lily Shurtleff seconded the motion. All members present voted to approve the minutes.

**MINOR LOT SUBDIVISION OR PARCEL BOUNDARY ADJUSTMENT – 200 SOUTH 400 WEST DAVE**

**MINEER:** Dave Mineer was not present. Jake asked if he is requesting this to access parcel two from 400 West. Judy said she talked with Cleve and he said that is what he understands. Larry said that there is a 35-foot easement through there that is staying in place. Parcel two will become an L shape lot and parcel one will become a smaller lot. Judy said that the parcel numbers on the plat will need to be fixed, as they both say parcel two right now.

Lily Shurtleff made a motion to approve the Parcel Boundary Adjustment on 200 South 400 West, pending the correction of the parcel numbers on the map given. Jake Hulet seconded the motion. All members present voted in favor of this motion.

**BILLBOARDS:** Larry said we need to look at pros to mitigate the cons that we talked about. He said that he proposes that he will take those pros and start pulling pieces of code together. He is not writing ordinance or drafting code, just extracting things from code. Once he gets that, he will bring it to the Planning and Zoning for review and then figure out how to move forward.

The members looked through the pros and cons of the handout Larry provided.

**HARD SURFACE DEFINITION:** Heather read the Hard Surface Definition from the hand out that Jamie gave the members at the last meeting. Jamie said she doesn't want to use the ADA definition, because it includes gravel. Jake said he would agree with that. She also would like to take out the word **may** and use **will**.

Put the hard surface definition in 15.4

Jamie made a motion to have the attorney look over the definition of hard surface and put the definition in 15.4 and also revise 15.52.030 number four "applicant **will** at his option" from "applicant **may** at his option", revise 15.52.050 number one to add the statement to the bottom of number one "Parking facility will be maintained in good condition and in accordance with the provisions of this ordinance" and number three be revised to say "Landscape – All areas not covered by hard surface parking in the

parking facility shall be landscaped". Jake Hulet seconded the motion. All members voted in favor of this motion.

**SUBDIVISION CHECKLIST:** Jake said that an engineer familiar with Parowan looked over the checklist and gave the following recommendations:

- A. 25-year storm water drainage for the subdivision be changed to 100 years.
- B. Take out compliance with hillside standards. If we have that in ordinance just to reference the ordinance.
- C. 10 Copies submitted at least 21 days prior – move to 7 days prior.
- D. Take Gayle Snyder off the checklist.
- E. Move Fire Marshall's approval to the preliminary plat approval.
- F. Need to discuss the final flood letter. What is this for.
- G. He thinks where it talks about the names of all existing or recorded streets..... within 500 feet is a bit redundant.

Jake said that the engineer told him that the checklist is in line with what other communities are doing.

Larry said that he thinks that ( C ), the 21 days should be left as is. He said that with the growth we are experiencing, he thinks it would be valuable to have someone who is versed in this type of thing, be contacted to see how much it would be to go through Section 14 of our Code and make sure it is up to date with the State Code and then review our subdivision checklist and take out the redundancies.

Lily asked if there is any idea of a cost to do this. Larry said we don't know, but we could motion to send this onto the City Council and see if this is viable and if we have the funds to do this. We have started down this path because the subdivision checklist may not represent the State Code and could be out of date.

Lily Shurtleff made a motion to have the Planning and Zoning get an estimate on revising Section 14 of our City Code, by an independent contractor, then present that estimate to the City Council for their review. Jerry Vesely seconded the motion. All members voted to approve this motion.

**GENERAL COMMERCIAL AND HIGHWAY SERVICES SETBACKS:** Heather asked if the front yard setback of 25 feet is from the property line or includes the park strip. Larry said that it is the property line. Heather said to keep the area a more walkable community, having the setback to maybe 20 feet and having an eight-foot minimum sidewalk and a 4- or 5-foot-wide planting strip, would mimic Parowan Main Street. She said having the front entrance no more than 10 feet from the sidewalk makes it a more walkable community, with the parking in the back. Larry asked if she is suggesting this for highway service also. Heather said yes. David asked why the parking in the back. There may not be places for parking in the back. Heather said this is on new construction and instead of them being pushed back like the buildings on 200 south, you move them closer to the street and have all the parking in the back. Sharon said to look at the state requirements on setbacks on their highways and see what the state and highway code minimums are.

Larry said we will need to look at that. We can be stricter in our ordinances, but not more lenient than state code.

Jerry said he is not totally convinced that parking in the rear would be the best. Heather said part of the charm of Parowan is the fact that Main Street and the businesses are closer to the street and promotes a more walkable environment. A lot of cities around Utah, have strip malls that are becoming abandoned. They are making their streets narrower and bringing the businesses closer to the street because it creates more of a community feel. They are trying to mitigate the sprawl. She is suggesting that we look at this and maybe consider avoiding what other cities have considered not doable, and try to go back to what we have here in Parowan.

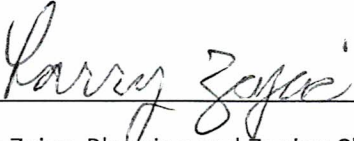
Heather said we should take into account that we have a lot more walkers around town and not everyone has the ability to drive, and a more walkable community encourages walking and biking and reduces the number of cars. Larry feels that this discussion is more than just looking at set-backs.

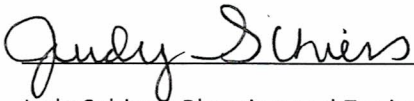
Jake said that more of our parking issues are non-issues. If you look at our code, it is required to provide parking for the business. Larry said that is true on new business, but not one that is already there. We do have a parking problem on Main Street, so we want to make sure our codes for new businesses take that into account. This is quite an issue to look at.

**MEMBER REPORTS:** There were no member reports.

**ADJOURN:** Lily Shurtleff made a motion to adjourn the meeting at 7:05 p.m. Jake Hulet seconded the motion. The meeting was adjourned.

Minutes approve at the July 20, 2022 meeting

  
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Larry Zajac, Planning and Zoning Chair

  
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Judy Schiers, Planning and Zoning Secretary