



Special Planning and Zoning Work Meeting
November 26, 2024 – 6:00 p.m.
Parowan Council Chambers
35 East 100 North, Parowan, UT 84761

Present: Chairman Larry Zajac, Jerry Vesely, Heather Peet, Jamie Bonnett, Weston Reese, Troy Hoyt (Alternat), Tracey Wheeler (Alternate), Councilman David Burton

City Administration and Staff Present: Mayor Mollie Halterman; Dan Jessen, City Manager; Keith Naylor, Assistant Zoning Officer; Scott Burns, City Attorney; Callie Bassett, City Recorder

Public Present: Councilmember John Dean

Call to Order

Larry Zajac called the special work meeting to order at approximately 6:05 PM on November 26, 2024.

Declaration of Conflicts from Commission Members with Any Agenda Item:

No conflicts were declared by commission members.

Approval of Amended Minutes from November 6, 2024

Motion: Heather Peet moved to approve the amended minutes from November 6, 2024. Jamie Bonnett seconded the motion. The motion passed unanimously.

Subdivision Code Draft Review

Draft Review Process

Larry Zajac introduced the topic, mentioning that he had received Draft 1 on September 30th but inadvertently sent it to his wife instead of the commission members. He noted that Draft 3 was received on November 19th and had not been reviewed yet. The commission decided to walk through the major comments on Draft 1 and then potentially review Draft 3.

Subdivision Review Committee (SRC) Composition

The commission discussed modifying the composition of the SRC. They had previously talked about including the public works director and making an appointed member of the planning commission part of the SRC, rather than having specific titles. This would allow for more flexibility in appointments by the city council.

Board of Adjustment

The commission mentioned updating their Board of Adjustment to a single appeal authority with a professional hire.

Review Cycles and Timelines

Mike explained that state law now limits residential subdivisions to 4 review cycles. For non-residential uses, the commission could set their own number of cycles. They discussed the possibility of adding more cycles for non-residential uses and potentially modifying the process to involve the planning commission more.

Water Rights and Bonding

Dan raised concerns about the bonding requirement and the potential for developers to underestimate costs, leaving the city at risk if a project is not completed. They discussed the need for the city engineer to review cost estimates provided by developers.

Minor Subdivisions

The commission discussed changing the definition of a minor subdivision from 10 parcels to 5 parcels. They also talked about exemptions from plat requirements for minor subdivisions.

Motion: Heather Peet moved to reduce the number of parcels to 5 under minor subdivisions. Jamie seconded the motion. The motion passed unanimously.

Development Agreements

The commission reviewed the section on development agreements, noting that this allows the city council to be involved in the process.

Technical Details and Language Revisions

Throughout the meeting, the commission went through various technical details and language revisions in the draft code, including:

- Clarifying the roles of different engineers (city engineer vs. applicant's engineer)
- Updating references to street lighting technology from sodium vapor to LED
- Revising language about vegetation requirements and approvals
- Removing outdated references to the Board of Adjustments
- Clarifying the name of the commission as the "Planning and Zoning Commission" consistently throughout the document

Next Steps

Mike agreed to incorporate the discussed changes and provide a new draft, including a redline version, a clean version, and a summary report of the key changes. The commission planned to hold a public hearing on December 4th.

Adjourn

Motion: Heather Peet moved to adjourn the meeting. Jerry Vesely seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:03 PM.



Callie Bassett, CMC
City Recorder

Approved: 1/15/2025