



**Parowan City Planning and Zoning Commission Meeting**  
**December 11, 2024 – 6:00 PM**  
**Parowan City Council Chambers**  
**35 E. 100 N., Parowan, UT 84761**

**Present:** Larry Zajac, Heather Peet, Jerry Vesely, Jamie Bonnett, Weston Reese, Councilmember David Burton

**Administration and Staff Present:** Mayor Mollie Halterman; Dan Jessen, City Manager; Callie Bassett, City Recorder

**Public Present:** Councilmember John Dean

### **Call to Order**

Chairman Larry Zajac called the meeting of the Parowan City Planning and Zoning Commission to order at approximately 6:02 PM on December 11, 2024.

### **Declaration of Conflicts from Commission Members**

Chairman Zajac asked if there were any declarations of conflicts from commission members. No conflicts were declared by any members present.

### **Subdivision Code Review and Discussion**

Review of Comments and Edits

Chairman Zajac noted that Dan Jessen had completed a review and provided comments on Draft 4 of the subdivision code. Scott Burns had also submitted comments via email. Heather Peet mentioned she had added comments directly to the document as well.

Chairman Zajac expressed concern about capturing all the comments accurately, as commission members were focused on addressing specific issues. He suggested they would need to consolidate all comments to send back to the Hansen group for incorporation.

Dan Jessen offered to display his edits on screen, as they were made directly to Draft 4. He suggested they could work through the document together and create a clean version afterward.

The commission agreed to go through Scott Burns' emailed comments first to ensure none were missed.

Chairman Zajac reviewed Scott's suggestion for consistent capitalization of "Applicant" throughout the document. The commission agreed this should be an easy fix to implement.

They discussed Scott's comment on section 14.02.090 regarding changing language about designees. After some debate, the commission decided to keep Dan's revised wording specifying "a third member appointed by the mayor with advice and consent of the city council" rather than referring to designees.

The commission reviewed and incorporated several of Scott's other minor wording and formatting suggestions throughout the document.

#### Detailed Review of Document Sections

The commission then began a detailed review of the full document, starting from the beginning. They discussed and made edits to numerous sections, including:

- Definitions
- Application and review processes
- Subdivision Review Committee composition
- Signature block requirements
- Street widths and engineering standards
- Tree planting requirements
- Street lighting specifications
- Drainage and runoff standards
- Open space definitions

Some key discussion points and decisions included:

- Updating language around the Subdivision Review Committee composition and removing references to designees
- Debating whether to keep the requirement for planting a shade tree, ultimately deciding to recommend removing this section

Jamie Bonnet moved to remove section 14.14.160 "Shade Tree" from the ordinance. Jerry Vesely seconded the motion. The motion passed with one nay vote from Chairman Zajac.

- Agreeing to develop separate city guidelines for street lighting rather than specifying lumens in the code
- Correcting inconsistencies in timelines for application review and appeals
- Formatting and wording clean-up throughout the document

#### Public Hearing and Next Steps

The commission discussed the need to hold a public hearing before finalizing their recommendation to the City Council. Due to holiday schedules and public notice requirements, they debated various date options.

Heather Peet made a motion to have a special Planning and Zoning Commission meeting on January 8, 2025 to hold the public hearing regarding the new Parowan subdivision ordinance regulations. Jerry Vesely seconded the motion. The motion passed unanimously.

The commission also discussed whether to hold their regularly scheduled December 18th meeting.

Jamie Bonnett moved to cancel the December 18th Planning and Zoning meeting. Jerry Vesely seconded the motion. The motion passed unanimously.

**Adjourn**

Motion: Heather Peet moved to adjourn the meeting. Jamie Bonnett seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:50 PM.



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Callie Bassett, CMC  
City Recorder

Approved: 1/15/2025