



PAROWAN CITY PLANNING AND ZONING MEETING - NOTES

Wednesday, February 5, 2025 – 6:00 P.M.

Parowan City Council Chambers

35 E 100 N, Parowan, UT 84761

Office: (435) 477-3331

Elected Officials Present: Jamie Bonnett, Heather Peet, Shane Williamson, Weston Reese, Tracey Wheeler (Alternate), Councilmember David Burton

Absent: Jerry Vesely

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

Public Present: See attached sign in sheet.

- 1. Welcome and Call to Order:** Heather Peet (Chair Pro Tempore) called the meeting to order at 6:07 p.m. on February 5, 2025. She reminded everyone to ensure their microphones were on.
- 2. Declaration of Conflicts With or Personal Interest In Any Agenda Item:** No conflicts were declared.
- 3. Approval of City Council Meeting Minutes from January 15, 2025:**
Heather Peet brought up the approval of minutes from the January 15, 2025 meeting. Shane Williamson asked where to review the minutes, as he had received the agenda but not the minutes. Dan Jessen explained that the minutes are usually sent with the agenda via email.

It was discovered that several members, including Heather Peet, David Burton, and Shane Williamson, had not received the email with the minutes attached. Dan Jessen expressed concern about potential email issues.

After discussion, it was decided to postpone the approval of minutes to the next meeting on February 19th, 2025. Shane Williamson moved to table the minutes from 01/15/2025. Heather Peet seconded the motion. The motion passed unanimously.

- 4. Public Comments:** Heather Peet opened the floor for public comments. No public comments were made.
- 5. Public Hearings –** Jamie Bonnett made a motion to table agenda item number five to the meeting in two weeks. Shane Williamson seconded the motion.
The motion passed unanimously.
- 6. Consider Appeal Authority Code:**
Dan Jessen presented the proposed changes to the Appeal Authority Code, which was previously known as the Board of Adjustment. He explained the following key changes:
 1. The name change from "Board of Adjustment" to "Appeal Authority" throughout the document.
 2. The composition change from five members to one member, appointed by the mayor with city council advice and consent.

3. The removal of term limits and the ability to remove the Appeal Authority member without cause.
4. The elimination of sections on officers, quorum, and voting procedures.
5. Changes to the meeting procedures.

Dan Jessen also explained the role of the Appeal Authority in relation to land use decisions and how it fits into the broader legal framework. He clarified that the Appeal Authority serves as a quasi-judicial body that reviews administrative decisions related to land use.

Scott Burns raised questions about the liability to the city and the extent of the Appeal Authority's power. Dan Jessen and Shane Williamson provided further explanation on the scope and purpose of the Appeal Authority, emphasizing its role in reviewing administrative decisions rather than legislative ones.

After discussion, it was determined that the proposed changes needed to go to a public hearing before further action could be taken. Jamie Bonnett made a motion to move the appeal authority code to a public hearing set for 02/19/2025. Tracey Wheeler seconded the motion. The motion passed unanimously.

7. **Member and Staff Reports:** No significant reports were made by the members or staff.
8. **Adjourn:** Weston Reese made the motion to adjourn the meeting. Shane Williamson seconded the motion. The motion passed unanimously, and the meeting was adjourned at 6:34 p.m.



Heather Peet, Chair Pro Tempore



Callie Bassett, City Recorder

Date Approved: 2/19/2025