



**PAROWAN CITY COUNCIL MEETING MINUTES
AUGUST 28, 2025 – 5:30 P.M.
PAROWAN CITY COUNCIL CHAMBERS
35 E. 100 N., PAROWAN, UT 84761**

Elected Officials Present: Mayor Mollie Halterman, Councilmember David Burton, John Dean, Sharon Downey, David Harris, and Rochell Topham

City Staff Present: Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Chief Addison Adams, Parowan PD; Jeremy Franklin, Power Director

Public Present: See Sign-In Sheet

Welcome and Call to Order: Mayor Mollie Halterman

Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:31 PM on August 28, 2025.

Opening Ceremonies: By Invitation

The opening ceremony was conducted by Callie Bassett, City Recorder, who offered a prayer and led the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items: City Councilmembers

There were no conflicts or personal interests declared by council members.

Public Comments (3 minutes each)

No public comments were made.

Consent Agenda:

Items included approval of City Council Meeting Minutes from August 14, 2025, and August 19, 2025 (with a correction to the date), approval of Warrant Register for August 28, 2025, approval of P.O. No. 2 to IRBY for \$47,011.50 for Electrical Wire for the Power Department, and approval of Off-Premise Beer License Local Consent for Terrible's #443.

Councilmember David Burton moved to approve the consent agenda. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Fairground Master Plan Presentation: Elliott Workgroup Architects/Engineers

Craig Elliott, a principal with Elliott Workgroup, presented the Iron County Fairgrounds 25-year master plan. Mr. Elliott explained that he specifically scheduled his presentation in person so he could attend the Iron County Fair this weekend to observe how the fairgrounds function during an actual event. Mr. Elliott provided an overview of their assessment process, explaining they had evaluated the arena, vendor and exhibit areas, carnival areas, and storage areas. The master plan proposes relocating the indoor arena closer to 300 East to create a stronger presence for the fairgrounds, adding an amphitheater, covered stalls, expanded outdoor stalls, and improved parking with potential RV hookups.

The plan also includes relocating the carnival area closer to the main facilities and creating more green space near residential areas. Additional improvements include better restroom facilities distributed throughout the site. Mr. Elliott noted a QR code has been made available for public input on the plan, and there will be information boards at the fair this weekend.

Dan Jessen, City Manager, noted he had been on the working committee for the project and commended the professionals for their thorough work. Mayor Halterman emphasized the importance of public participation in the survey, noting that survey comments are reviewed and often influence final decisions.

Possible Approval of Prime West Annexation/Development Agreement

Dallas Buckner from Go Civil presented the Prime West annexation and development agreement. He addressed some minor technical changes to the annexation boundary that had been requested by the county surveyor but noted these changes did not affect the actual boundary, only clarified some measurements and descriptions.

Councilmember David Burton asked about the access from 1200 West through adjacent properties, and Dallas explained they have not secured the right-of-way yet, but would work on that after annexation. The development agreement contemplates different access scenarios, including either 1200 West or 200 North as primary or secondary access points, with specific limitations on home construction depending on which accesses are secured.

Discussion continued regarding coordination with the State Road Department for frontage road access, which will be addressed during the subdivision process.

Councilmember David Harris moved to approve the Prime West annexation development agreement. Councilmember Sharon Downey seconded the motion. The motion passed with Councilmembers Harris, Topham, Dean, and Downey voting aye, and Councilmember Burton voting nay.

Approval of Prime West Annexation - Ordinance 2025-14

Councilmember David Harris moved to approve the Prime West Annexation Ordinance 2025-14. Councilmember Sharon Downey seconded the motion. The motion passed with Councilmembers Topham, Harris, Dean, and Downey voting aye, and Councilmember Burton voting nay.

Discussion and Decision on Auto Renewal of Term for Parowan Aviation Nation LC Lease Agreement and FBO for Parowan Airport

City Manager Dan Jessen explained that the current agreement with Parowan Aviation Nation (the fixed base operator or FBO for the city airport) included an initial 5-year term with automatic extensions for two additional 5-year periods. The agreement included an "off-ramp" option that allowed either party to terminate at the 5-year mark by providing 90-day notice.

Dan noted the city had put out an RFP and received three qualifying proposals, including one from Aviation Nation. To preserve options, staff recommended exercising the off-ramp provision, which would allow the city to consider all available options including selecting a new firm or negotiating new terms with Aviation Nation.

City Attorney Scott Burns added that from a legal perspective, he generally recommends against long-term automatic renewals for personal service contracts and advised taking the off-ramp to reevaluate the arrangement.

Councilmember John Dean noted that in his experience with government contracts, regular RFPs promote healthy competition.

Councilmember David Harris moved to direct staff to issue the 90-day notice. Councilmember John Dean seconded the motion. The motion carried unanimously.

Discussion on Police Enforcement of Key Intersections

Police Chief Addison Adams gave a presentation on police enforcement at key intersections, specifically Main and 200 South, and Main and Center Street. He clarified that despite public perception of numerous accidents, each intersection had only one accident in the past 12 months.

Chief Adams provided data on police activities to explain why officers cannot constantly monitor these intersections:

- In the previous year, the department (with 4.3 officers) responded to 2,911 calls for service
- 1,060 civil/neighborhood calls
- 385 medical emergency calls
- 165 crimes against people
- 270 property crimes
- 233 follow-up calls
- 626 traffic stops
- 262 animal problems
- 225 agency assists

He emphasized that proactive traffic enforcement must be balanced with responding to calls, writing reports (1,228 last year), court appearances, training, and assistance to neighboring communities like Paragonah. Chief Addy noted that the department makes every effort to respond to specific complaints about problem areas, but with typically only one officer on duty at a time, constant monitoring of specific intersections is not feasible.

The council discussed enhancement plans for crosswalks, including adding "ladder" or "zebra" style crossings and Ram Crossing markings to improve visibility. The city is working with UDOT to enhance crosswalks on state roads, while implementing additional improvements on city streets. Mayor Halterman noted the city is taking concrete steps to address these concerns even though complete enforcement is impossible.

Discussion on Planning Commission Recommendation of Short-Term Rental Code

Dan Jessen presented the Planning Commission's recommended short-term rental code. The purpose of the code is to allow short-term rentals while preserving rural character and housing supply, promote responsible ownership, and establish accountability.

Key elements of the proposed code include:

- Permitted zones: A1, R1, R1A, R2, R3, General Commercial, and Downtown Commercial
- Prohibited zones: Highway Service and Industrial Manufacturing
- Not permitted in mobile homes, RVs, tents or temporary dwellings
- Annual business license requirement
- Required registration for state and local transient room tax
- Non-transferable licenses that can be revoked for violations
- Required good neighbor policy posting inside rentals
- Local contact person available within 60 minutes

- Occupancy limits of one guest per 150 square feet of living space
- Parking requirements of minimum 2 off-street spaces, plus additional spaces for larger occupancies
- Signage limitations to 2 square feet
- Noise limitations and prohibition on unapproved events
- Citywide cap of 10% of total housing units
- HOA approval requirements
- Safety inspections before license issuance and every 2 years thereafter
- Grandfathering for existing licensed operations
- Enforcement fines: \$250 first violation, \$500 second, \$1,000 third

The council discussed several areas needing clarification, including wording of the rental period definition (changing "less than 30 consecutive days" to "29 consecutive days or less by the same renter"), the appeals process (changing from Planning Commission to Appeal Authority), and issues surrounding events and parties. The council also considered how to define and enforce regulations on unapproved events.

Dan noted the next step would be to develop a fee schedule and make further refinements to the code based on council feedback.

Discussion on Short Term Rental Fee Schedule and other Fee Schedule Modifications

Dan presented a comparison of short-term rental fees from other municipalities:

- Cedar City: \$40 new fee, \$40 annual renewal (lowest in region)
- Brian Head: \$151 for cabin/condo, \$30 fire inspection, \$122 annual renewal, plus \$3,536 per cabin/\$197 per condo "disproportionate cost fee"
- Hurricane City: \$300 plus \$25 application fee, \$300 renewal (highest base fee)
- Washington County: \$160 new fee and renewal, includes health/safety check
- St. George: \$50 base business license

Discussion points for consideration included:

- Whether to require a separate business license or only a short-term rental license
- Implementation of fire inspection fees
- Potential public safety surcharge
- Transfer and late fees
- Per site vs. per business licensing

The council agreed that licensing should be per site rather than per business entity. Jessen indicated he would send additional information to council members for review before the next meeting.

Discussion on Open Space/Parks Ordinance

Dan presented the open space/parks ordinance that had been developed by the Planning Commission. Discussion focused primarily on a potential loophole in the fee in lieu provision that might allow large subdivisions to avoid open space requirements by subdividing into parcels under 10 acres.

Councilmember John Dean expressed concern that a 51-acre development could potentially pay a fee rather than dedicate open space if they phased development in smaller parcels. The council discussed how to address this issue, with suggestions to clarify that the Planning Commission would make determinations on fee in lieu requests for larger properties and to add language preventing developers from circumventing requirements through phasing.

Dan agreed to develop additional "hole-plugging" language for council consideration at the next meeting.

Discussion on Updating Procurement Code

Dan presented a framework for updating the procurement code and adding provisions for disposal of city assets. The current code requires council approval for surplus declaration of items over \$500, which Jessen described as overly onerous.


The proposed framework would:

- Allow city manager approval for items valued less than \$5,000
- Require council approval for property above \$5,000 or any real property
- Expand disposal methods beyond auction/sealed bid to include trade-in, donation, scrap/recycle options
- Provide an annual report to council on all disposed items
- Align real property disposal with state code requirements
- Improve record-keeping and efficiency

Dan noted this would streamline processes while maintaining transparency and appropriate council oversight. He suggested combining these provisions with the procurement code update and would provide a draft for council review. He also indicated he would send comprehensive information from the meeting to council members for review, and these items would be brought back for further discussion at the next work meeting.

Adjourn

Councilmember David Burton moved to adjourn the meeting. Councilmember Sharon Downey seconded the motion. The council voted unanimously in favor of the motion. The meeting was adjourned at 8:49 p.m.



Mollie Halterman, Mayor

Callie Bassett, City Recorder
Date approved: 9/11/2025