



PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

Wednesday, August 20th, 2025 – 6:00 P.M.

Parowan City Council Chambers
35 E 100 N, Parowan, UT 84761
Office: (435) 477-3331

Commission Members Present: Shane Williamson (Chair), Weston Reese, Jerry Vesely, Jamie Bonnett, Councilman David Burton

Excused: Cecilia Evans (Alternate), Tracey Wheeler (Alternate), City Attorney Scott Burns

City Staff Present: Mollie Halterman, Mayor; Dan Jessen, City Manager; Keith Naylor, Zoning Administrative Assistant; Callie Bassett, City Recorder

Public Present: Larry Zajac, Cindy Lafoon, Councilmember John Dean

CALL TO ORDER

The Planning and Zoning Commission meeting was called to order by Chair Shane Williamson on August 20, 2025.

DECLARATION OF CONFLICTS WITH ANY AGENDA ITEMS

Shane Williamson asked if any commissioners had conflicts with the day's agenda. No conflicts were declared by the commissioners.

APPROVAL OF MINUTES FROM JULY 23, 2025 AND AUGUST 6, 2025

Shane Williamson moved to the approval of minutes from July 23, 2025. Hearing no comments on the minutes, he entertained a motion.

MOTION: Jerry Vesely moved to approve the minutes of July 23, 2025.

SECOND: Weston Reese seconded the motion.

VOTE: The motion passed unanimously.

There was some confusion as to who made the motion and second on electing a chair and chair pro tem in the minutes of August 6th. After discussion, it was determined that the minutes were correct.

MOTION: Jerry Vesely moved to approve the minutes from August 6, 2025.

SECOND: Jamie Bonnett seconded the motion.

VOTE: The motion passed unanimously.

CONTINUED DISCUSSION AND POSSIBLE RECOMMENDATION ON SHORT-TERM RENTAL CODE

City Manager Dan Jessen led the discussion on the short-term rental code, noting he would go through items that were still unresolved from previous meetings. He mentioned that City Attorney Scott Burns was excused from the meeting as he was hosting sheriffs from the state in Paiute County.

Dan first addressed the topic of fees, clarifying that fees are typically not codified but set by the City Council. He noted that at the last City Council meeting, they had updated the fee schedule for the city. He explained he would provide a document to the City Council showing what other nearby cities do regarding short-term rental fees, so they could see a spectrum of options.

Regarding occupancy restrictions, Dan reviewed changes made in the previous meeting, including adding the word "permanent," removing "30 to 60 minutes," adding rural estates to permitted areas, and addressing the local contact person requirement. The current language set maximum occupancy at "one guest per 150 square feet." The commission confirmed they were comfortable with this restriction.

Dan then addressed parking requirements, which was still unresolved. The current draft required two off-street parking spaces for short-term rentals. He presented four options:

1. Based on number of bedrooms (1 space per bedroom or 0.5 spaces per bedroom, capped at a total number)
2. Based on occupancy (1 parking space for every 2, 3, or 4 occupants)
3. A flat requirement (current draft's 2 off-street spaces)
4. A hybrid approach (2 off-street spaces plus additional spaces based on occupancy or bedrooms)

After discussion, the commission agreed on a hybrid approach with the following language: "2 off-street spaces shall be required for all STRs plus 1 additional off-street parking space for every 4 guests approved above 8 guests."

Cindy Laffoon, a member of the public, raised concerns about the 10% citywide cap on short-term rentals and how it would be administered. Mr. Jessen explained that the current language states that when the 10% cap is met, the City Council would issue a resolution directing city staff on how to administer the process for permitting new STRs as existing ones discontinue and as growth occurs. Ms. Laffoon also suggested specifying that the parking spaces be for standard passenger vehicles rather than commercial vehicles. The commission agreed to add "standard" to the parking space requirement.

After discussion, the commission was ready to make a recommendation to the City Council.

MOTION: Jamie Bonnett moved to take the short-term rental code to the City Council with a recommendation that they have a public hearing on the whole thing, including fees.

SECOND: Jerry Vesely seconded the motion.

VOTE: The motion passed unanimously.

CONTINUED DISCUSSION ON FENCE ORDINANCES

Dan Jessen led a discussion on fence ordinances, noting the need for definitions of site-obscurning fences. He presented Cedar City's definition and noted they might need three definitions: site-obscurning, non-obscurning, and opaque/high screen fences.

The commission discussed how to handle RV parks in relation to fencing requirements. They agreed to specify that RV parks are considered commercial uses and would be subject to the same requirements as other commercial properties that abut residential areas.

The commission also discussed Cedar City's approach to fencing requirements, which requires the person developing a property to install a fence when commercial abuts residential or vice versa. The commission expressed preference for Cedar City's model but wanted to adapt it with some changes:

1. Specify a minimum 6-foot height rather than strictly 6 feet
2. Allow for site-obscurring fences rather than requiring masonry in all cases
3. Reduce fence height requirements to 48 inches in front yard setbacks

The commission also discussed how to handle fence requirements for conditional uses, such as commercial developments in residential zones.

Mr. Jessen will draft updated language incorporating these changes and definitions for site-obscurring, non-obscurring, and opaque/high screen fences, and present it at the next meeting before scheduling a public hearing.

REPORTS

Dan Jessen reported that they are waiting for the state to provide updated Wildland-Urban Interface (WUI) code, noting they are required to have something in place by January 1st. Currently, the state is still using code from 2006. Once the state provides updated code, he will distribute it to the commission for review.

No other reports were given.

PUBLIC COMMENT

Larry Zajac noted that the heading on the agenda incorrectly showed the date as August 6, 2025, rather than August 20, 2025. He was informed this had been corrected. Mr. Zajac also suggested including the words "per square foot" in the definition of site-obscurring fences to ensure proper measurement of visibility through the fence. Dan Jessen agreed with this suggestion.

Councilman Burton added that taking time on the fence ordinance was valuable, as rushing previous ordinances had caused problems.

ADJOURN

MOTION: Jerry Vesely moved to adjourn the meeting.

SECOND: The motion was seconded by Weston Reese.

VOTE: The motion passed unanimously. The meeting was adjourned at 7:03 p.m.



Callie Bassett, City Recorder

Date Approved: 9/03/2025