



## PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

**Wednesday, September 17, 2025 – 6:00 P.M.**

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

**COMMISSION MEMBERS PRESENT:** Jerry Vesely (Chair Pro Tem), Weston Reese, Cecilie Evans (Alt), Tracey Wheeler (Alt), Councilman David Burton

**EXCUSED:** Shane Williamson (Chair), Jamie Bonnett

**CITY STAFF PRESENT:** Mollie Halterman, Mayor; Dan Jessen, City Manager; Scott Burns, City Attorney; Keith Naylor, Zoning Assistant; Callie Bassett, City Recorder

**PUBLIC PRESENT:** None

### **CALL TO ORDER**

Jerry Vesely, Chair Pro Tem, called the meeting to order at 6:00 PM on September 17, 2025.

### **DECLARATION OF CONFLICTS WITH ANY AGENDA ITEMS**

No conflicts were declared by commission members.

### **APPROVAL OF MINUTES FROM SEPTEMBER 3, 2025**

Motion by Tracey Wheeler, seconded by Cecilie Evans, to approve the minutes from September 3, 2025. Motion passed unanimously.

### **HOME OCCUPATION BUSINESS LICENSE – TAYLOR LORANCE, 242 S 700 W**

Dan Jessen, City Manager, explained that home occupation business licenses are typically administrative actions unless objections are received from surrounding property owners, which was the case for this application. He noted that when objections are received, the matter automatically comes before the Planning Commission for review as a conditional use permit.

Keith Naylor indicated that the objections should have been included in the meeting packet for commission members to review. Scott Burns asked about the nature of the business, and Keith Naylor explained it was for an esthetician.

Dan clarified that a home occupation is essentially a conditional use permit because it allows a commercial use in a residential zone. He explained that the commission could either approve with conditions to mitigate concerns, ignore the concerns, or deny the application if the concerns could not be mitigated.

Cecilie Evans noted that after reviewing the objections, parking appeared to be the main concern. The applicant had already addressed this by stating that clients would park in the driveway.

Dan read one of the objections which stated that 700 West is a short, narrow, dead-end street that is already overcrowded with vehicles and has no room for additional business parking.

The commission examined the property on Google Maps and measured the driveway width, determining it was approximately 25 feet wide, which could easily accommodate two cars side by side. Callie Bassett, City Recorder, noted that the applicant stated she would have only one client at a time, averaging three to four clients per day and approximately 15 clients per month, with two parking spots available in the driveway at any given time.

Tracey Wheeler suggested making it a requirement that clients must park in the driveway. Dan Jessen agreed this would be a reasonable condition, along with other conditions such as prohibiting outside employees and requiring proper licensing.

After discussion, the commission agreed on four conditions: one client at a time, no outside employees, off-street parking for customers in the driveway only, and proper esthetician licensing.

Motion by Tracey Wheeler, seconded by Cecilie Evans, to approve the home occupation business license permit for Taylor Lorance at 242 S 700 W based on the following conditions: 1) parking must occur in the home's driveway only, 2) one client at a time, 3) no outside employees, and 4) proper esthetician license must be presented. Motion passed unanimously.

#### **DISCUSSION REGARDING ADOPTING A NEW ANNEXATION POLICY PLAN AND MAP**

Dan Jessen presented information about the city's annexation policy plan, explaining that the current plan and map date back to 2003 and need to be updated. He distributed copies of the current map and policy plan to commission members for review.

Dan explained that the annexation policy plan is required by Utah state law and defines the areas that a city will serve. For a property to be annexed, it must be within the annexation policy boundary and contiguous to property already in the city.

He noted that the City Council would like the Planning Commission to review the current annexation policy plan and consider shrinking the boundaries somewhat. He explained the process for updating the plan, which includes:

Preparing a draft plan:

1. Draft Plan Preparation: The Planning Commission is responsible for preparing a draft plan of the annexation policy, considering various infrastructure and development factors as part of its initial steps.
2. Public Meeting for Affected Entities: A public meeting is scheduled to involve affected entities such as the county and school district. Fourteen days' notice is provided to these entities to ensure their participation and consideration of input.
3. Revisions Based on Comments: Post the meeting, the Planning Commission will revise the draft plan, if appropriate, based on the comments and feedback received during the public meeting.
4. Public Hearing with Notice: A public hearing will be conducted, with a mandatory 14-day notice given to the public to solicit broader community input and ensure all stakeholders have the opportunity to express their views.
5. Final Modifications from Public Input: Following the public hearing, any final modifications to the plan will be made to reflect the community and stakeholders' input accurately before it is forwarded.
6. Forward Plan to City Council: The completed plan, incorporating all revisions, will be forwarded to the City Council for their review.
7. City Council Public Hearing: The City Council will hold another public hearing, allowing further discourse on the plan. The council will then decide to adopt, modify, or reject the plan based on collective input from all prior meetings.

8. Communication to County Commissioners: Following the City Council's decision, within 30 days of adoption, a copy of the plan will be sent to the county commissioners, ensuring its compliance with regional planning and policy guidelines.

Factors to Consider in the Annexation Policy Plan:

- Justification for Exclusion: State law mandates clear justification if any area within a half-mile of the current city boundary is excluded from the plan. This ensures transparency and adherence to legal requirements.
- Infrastructure and Service Costs: A thorough analysis of infrastructure costs and limitations is integral, particularly for sewer services that cannot naturally integrate with the city's existing systems.
- Utility Service Extensions: The draft plan must consider utility services, like water, which already extend to certain properties outside the current city limits, ensuring these are factored into the annexation strategy.
- Development Areas: Zones targeted for commercial and industrial development, notably around highway interchanges, are critical to planning considerations for future economic expansion.
- Agricultural Land Considerations: Preservation of agricultural land versus its development is an evaluative factor to maintain balance between growth and nature.
- Growth and Land Needs: The long-term growth patterns with specific reference to 20-year land needs for housing, commerce, and industry are future-oriented components that need careful assessment.

Dan Jessen clarified these considerations during his presentation, emphasizing their impact on the annexation policy planning process and the need for alignment with both local goals and state requirements.

He noted that Councilmember David Burton had previously expressed concern about annexing properties that would require lift stations for sewer service. Jessen also mentioned that some property owners outside the city prefer to remain in unincorporated county areas while others may want the option to annex.

Dan advised that the Planning Commission should review the current plan and map, consider what areas might be appropriate to include or exclude, and be prepared to discuss it at the first meeting in October. He mentioned he would work on updating the text of the plan to be consistent with current state code and would create a map showing the half-mile buffer around the city to help with discussions.

Tracey Wheeler asked how services like fire and ambulance factor into the planning. Jessen explained that these services relate to density and response times, but that Parowan is not yet at a scale where a second fire station would be needed anywhere within the existing annexation boundaries.

Scott Burns added that many cities had previously made their boundaries as large as possible, which has led to problems with providing services to distant properties. Jessen noted that the commission would need to carefully consider commercial and industrial areas, particularly around the airport and highway interchanges, which would likely remain in the plan.

Jerry Vesely confirmed the commission would discuss this matter further at their first October meeting.

## MEMBER REPORTS

No commission members had reports to share.

**PUBLIC COMMENT**

There were no members of the public present to make comments.

**ADJOURN**

Motion by Cecilie Evans to adjourn. Seconded by Tracey Wheeler. Motion passed unanimously. The meeting was adjourned at 6:49 p.m.

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Jerry Vesely, Chair Pro Tem

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Callie Bassett, CMC, City Recorder

Date Approved: \_\_\_\_\_