PAROWAN CITY COUNCIL MEETING MINUTES
OCTOBER 9, 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, Sharon Downey, David Harris, and Rochell Topham

Elected Officials Excused: Councilmember John Dean

City Staff Present: Dan Jessen, City Manager

Public Present: None.

Welcome and Call to Order
Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:32 PM on Thursday, October 9, 2025.

Opening Ceremonies
Council Member David Burton offered the invocation and led the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items
No conflicts of interest were declared by council members.

Mayor Halterman noted that item #12 on the agenda is an agreement, not an ordinance, and suggested striking the ordinance designation from that item.

Public Comments
No members of the public approached to make comments.

Consent Agenda
Mayor Halterman introduced the consent agenda items, which included:

5. Approval of Special City Council Work Meeting from 9-19-2025 and Regular Meeting Minutes from 9-25-2025
6. Approval of Warrant Register for September 25, 2025
7. Approval of Financial Statement for September 2025

Council Member David Burton moved to approve the consent agenda items numbers 5 through 7. Council Member Rochell Topham seconded the motion. The motion passed unanimously.

Action Meeting
Possible Approval of Freemont Solar Power Purchase Agreement – Resolution 2025-08
Mayor Halterman introduced the Freemont Solar Power Purchase Agreement, noting that it had been discussed extensively at the previous council meeting.

Council Member Sharon Downey moved to approve the Freemont Solar Power Purchase Agreement. Council Member David Harris seconded the motion. The motion carried unanimously in a roll call vote with Council Members Burton, Downey, Dean, Harris, and Topham all voting aye.

Possible Adoption of Subdivision Open Space Ordinance – Ordinance 2025-15

City Manager Dan Jessen presented two versions of the Subdivision Open Space Ordinance for consideration. He detailed that one version implemented a flat percentage across all zones, while the other employed a tiered structure. The tiered option proposed varying open space requirements: 1.5% for R1, R1A, and A1 zones; 3% for R2 zones; and 5% for R3 zones. The flat rate option would set all zones at a consistent 3%. Both versions excluded the Rural Estate zone from needing open space requirements.

Mr. Jessen further clarified the ordinance, emphasizing that any land values per acre cited were merely samples. The actual values would be meticulously delineated in the city's fee schedule. He explained that the fee calculations would align with the fair market value of land that would otherwise have been set aside. This determination would rely on a standardized land value table included within the city's fee schedule or might be substantiated through a recent appraisal submitted by the developer and accepted by the city.

Council Member David Burton expressed a strong preference for adopting a graduated approach. He advocated strongly for a 5% requirement for R3 zones, while championing a 3% requirement for all other included zones. In conveying his stance, he placed substantial emphasis on the council's singular opportunity to preserve open spaces. He underscored the council's duty to uphold the city's character and future integrity—a responsibility he argued should outweigh any concerns over developers' profitability.

Conversely, Council Member David Harris voiced a differing opinion, suggesting that a requirement of just 1.5% was adequate for A1, R1, and R1A zones. He argued that the proposed 3% requirement would result in the unnecessary allocation of property. Council Member Harris adamantly clarified that his position was not rooted in considerations for developer profits, but rather centered on appropriating only what was absolutely needed. He specifically pointed out that taking additional property in lower-density areas would be excessive and unnecessary.

Meanwhile, Council Member John Dean raised concerns regarding taxpayer obligations and the financial implications associated with maintaining open spaces. He illustrated his point by calculating that impact fees collected from a hypothetical 500-home development project would fall short of funding even a modest zero-scape park. Council Member Dean supported the tiered approach, aligning with the notion that lower percentages should be applied to zones with lower density to align with practical use and funding limitations. He and other members pointed out the various uses for open space beyond just parks, including trails and walkways.

Council Member Sharon Downey shared her agreement with the tiered approach. She emphasized that regardless of whether designated areas were developed as green space or open space, the city would remain responsible for their maintenance. This standpoint acknowledged the enduring responsibilities inherent in preserving these areas.

Finally, Council Member Rochelle Topham added her support for the tiered approach as presented. She pointed out that higher density areas like R3 would inherently necessitate more open space to accommodate residents. Simultaneously, she explained that the larger lots characteristic of zones such as A1, R1, and R1A already provided more personal space and encountered less density, therefore, justifying a reduced need for open space allocation. Council Member Topham emphasized the importance of planning for future needs without imposing undue burdens on developers or residents.

Council Member David Harris moved to approve the tiered percentage rate on the open space ordinance (Ordinance 2025-15). Council Member Sharon Downey seconded the motion. In a roll call vote, the motion carried with four ayes (Council Members Downey, Dean, Harris, and Topham) and one nay (Council Member Burton).

Possible Adoption of Short-Term Rental Ordinance – Ordinance 2025-16
Mr. Jessen proposed that the Short-Term Rental Ordinance become effective on April 1, 2026. This timeline was suggested to provide the administrative staff with adequate time to set up necessary systems, forms, and inspection protocols required for implementing the ordinance. He outlined the need for this lead time to ensure that current short-term rental owners are adequately informed and prepared for compliance with the new requirements. The council engaged in a detailed discussion about the timing, focusing on the intersection with the city's current business license renewal cycle, scheduled for March 1. Additionally, the potential impact of the busy booking period for short-term rentals, typically running from November through February, was a key consideration.

To provide clarity, Mr. Jessen pointed out that they intended to have a structured administrative process, including a detailed inspection regime, ready by the effective date. There was a discussion over whether inspections could align with business license renewals set for March 1. Initially, there was a suggestion for a January 1 effective date, which was moved to April to alleviate pressure during the high rental season.

Council Member Burton initiated a motion to approve the ordinance with an effective date of April 1, 2026, reflecting the council's mindfulness of the operational load on city staff and the overlapping demands of the business license renewal period. Council Member Rochelle Topham supported this motion. This choice was partially informed by logistical aspects, such as the ongoing holiday and vacation season during the latter months of the year, and to ensure that the implementation did not burden staff during the regular business license renewal operations.

There was also a conversation about ensuring all short-term rental properties undergo complete fire safety inspections by the ordinance's effective date. Mr. Jessen noted that while inspections are mandatory for new rentals, existing rental properties might be staggered for review in alternate years to manage workloads and maintain safety compliance consistently. Additionally, the ordinance would require rental owners to display a "good neighbor policy," providing the city a timeframe to effectively communicate new compliance standards to property owners.

Council Member David Burton moved to approve the short-term rental ordinance, making it effective April 1, 2026, Ordinance number 2025-16. Council Member Rochelle Topham seconded the motion. In a roll call vote, the motion passed unanimously with all council members voting aye.

Possible Adoption of Procurement and Disposal Code Ordinance – Ordinance 2025-17
City Manager Dan Jessen provided an overview of the proposed ordinance revisions, explaining their significance to the council. The ordinance sought to revoke two specific chapters, Titles 13-04 and 13-05, and reintroduce and organize the content under Title II of the Administrative Code. This relocation was considered more fitting for managing procurement policies, aligning them properly with administrative functions within the city's codified system.

Mr. Jessen elaborated that, although the amendment involved substantial restructuring within the ordinance's placement, the substance of what was being enforced remained consistent with previous discussions. The primary changes involved necessary formatting updates, ensuring that the ordinance's presentation conformed to the city's code formatting methodology. This adoption not only reinforced administrative clarity but also optimized the document's utility by appropriately categorizing the procurement policies under administrative governance.

He reiterated that the ordinance content itself was unchanged, following previously settled agreements and consultations, with the focus being entirely on administrative reformatting and restructuring. The effort was directed toward enhancing logical document arrangement within the city's legal framework, ensuring compliance with the broader structural organization of the code. By positioning these procurement guidelines more suitably, the ordinance aimed to both elevate efficiency in navigation and uphold cohesive alignment with city administrative protocols.

Council Member David Burton moved to adopt the procurement and disposal code ordinance as presented, Ordinance number 2025-17. Council Member Sharon Downey seconded the motion. In a roll call vote, the motion carried unanimously with all council members voting aye.

Possible Approval of CWS Cooperative Agreement
Mr. Jessen explained that the CWS stands for Cooperative Wildfire Agreement. During the meeting, it was clarified that while the previous agenda had listed this item with the phrase "fire something rather," the current designation refers to the cooperative arrangement concerning wildfire management. Mayor Halterman confirmed that the agreement was not in the form of an ordinance but retains its place within the action agenda items for council discussion. It was noted that this agreement had been thoroughly reviewed in the prior meeting, with Mr. Jessen alluding to its importance and relevance to the city's wildfire management strategies.

Council Member Rochelle Topham moved to approve the CWS Cooperative Agreement. Council Member David Harris seconded the motion. The motion carried unanimously.

Possible Approval of Kay Geez Stock LC Development Agreement Amendment
Mr. Jessen noted that the council had held a public hearing on this item at the previous meeting but had not taken action.

Council Member Rochelle Topham made a motion to approve the KG Stock LC development agreement amendment. Council Member David Harris seconded the motion. The motion carried unanimously.

Work Meeting
Fee Schedule Update – Short Term Rental and Building Permit Fees
Mr. Jessen discussed the upcoming fee schedule update, which would include short-term rental fees and building permit fees. He reminded the council of their previous decision regarding short-term rental fees and confirmed these would be incorporated into the updated fee schedule.
Keith Naylor, the city's building official, presented information on building permit fees. He explained the four-step process for calculating building permit fees:

1. Assigning a building valuation based on the International Code Council's data
2. Calculating the building fee using ICC's fee schedule
3. Adding variable fees (electrical, plumbing, mechanical, plan review)
4. Adding the state-required 1% surcharge

Mr. Naylor provided an example calculation for a 2,000 square foot home, resulting in a building permit fee of $4,128.14. He confirmed that this methodology was consistent with what the county currently uses, so there would be no increase for property owners.

Mr. Naylor also explained additional fees such as re-inspection fees ($50), off-hour inspection requests ($100/hour), and flat-rate one-time inspections ($100). He noted these were discretionary and typically used for repeat offenders or unusual circumstances.

Council Member Burton raised a question about water shut-off fees, and Mr. Jessen confirmed that the current fee schedule already includes language stating "no charges for emergency shutoff" after the first four occurrences in a calendar year.

Reports, Updates, Old Business Follow Up
Council Member Topham

- Attended the Parowan Fieldhouse ribbon cutting in early September
- Attended the Ace Hardware ribbon cutting on October 8
- Noted the Parowan Community Theater is performing "Can't Take It With You" through Saturday
- Reported on the successful Walk and Roll to School event with the Parowan Elementary and Parowan PD
- Announced the upcoming Firehouse Family Festival on Monday, October 13, from 6-8 PM at the Main Street Park

Council Member Harris - No report for this meeting.

Council Member Dean

- Attended the Fieldhouse ribbon cutting
- Attended the Utah League of Cities and Towns two-day event
- Read to children at the library
- Attended the Iron County Transportation event earlier in the day

Council Member Downey

- Gave a reminder about Fall Fest happening on Saturday

Council Member Burton

- Reported on Planning and Zoning's discussion of the fence ordinance
- Updated on the Historic Preservation Committee's work on signage
- Mentioned the water recharge project bid opening will be next Tuesday at 3 PM
- Attended the Utah League of Cities and Towns event
- Working with BLM on potential acquisition of property for cemetery expansion

City Manager Dan Jessen

- Reported on the Water Board meeting regarding water rates
- Explained the board's recommendation to maintain a similar rate structure with tiered rates
- Noted that about 95% of customers use only the base rate amount plus the first tier
- Mentioned that the rate structure needs adjustment to cover debt service for upcoming projects
- Stated that the Old Rock Church roof work is tentatively scheduled for the week of October 20
- Reported on the Transportation Expo

- Noted that the FBO contract for the airport is expected to be awarded at the next meeting
- Shared that the city is prepared for potential flooding with sandbags ready
- Announced that the Main Street Bridge project will be advertised on October 18, with design information to be presented at the next council meeting

Mayor Halterman

- Working on submitting the EDA grant for airport road and infrastructure
- Presented the city's project to the Inland Port Committee
- Planning to send letters to short-term rental owners regarding the new ordinance requirements
- Working on developing assisted living options for the city
- Attended conflict competency training at the League of Cities and Towns conference
- Preparing to launch a flag photo contest for the city

City Attorney Scott Burns

- Expressed appreciation for communication that has helped prevent claims
- Complimented the city's fall decorations and scarecrows

Closed Session

Council Member Rochelle Topham moved to go into closed session to discuss the character, professional competence, or physical/mental health of an individual. Council Member Sharon Downey seconded the motion. In a roll call vote, the motion passed unanimously with all council members voting aye. The council moved into closed session at 7:20 p.m.

Present in the closed session: Mayor Halterman, Dan Jessen, Scott Burns, David Burton, John Dean, Sharon Downey, David Harris, Rochell Topham, Callie Bassett.

The council moved out of closed session at 7:57 p.m.

Adjourn

Rochell Topham moved to adjourn the council meeting. Sharon Downey seconded the motion. The motion passed unanimously, and the meeting was adjourned at 7:57 p.m.

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Mollie Halterman, Mayor	Callie Bassett, City Recorder Date approved: __________________________