



PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

WEDNESDAY, OCTOBER 15, 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, Cecilie Evans (Alternate), Councilman David Burton

Excused: Jamie Bonnett, Tracey Wheeler (Alternate)

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

Excused: Mollie Halterman, Mayor; Scott Burns, City Attorney

Public Present: Jennelle Zajac, Councilmember John Dean

CALL TO ORDER

Chairman Shane Williamson called the Planning and Zoning Commission meeting to order on Wednesday, October 15, 2025, at 6:00 PM.

DECLARATION OF CONFLICTS WITH ANY AGENDA ITEMS

Shane asked if any members had conflicts with the agenda items. No conflicts were declared.

APPROVAL OF MINUTES FROM SEPTEMBER 17, 2025

Motion: Jerry Vesely moved to approve the minutes from September 17, 2025. Second: Cecilie Evans
Vote: Passed unanimously

PUBLIC HEARING REGARDING MODIFICATIONS TO FENCING REQUIREMENTS CODE

Dan Jessen introduced the proposed fencing code modifications. He explained that the commission had been discussing these changes in prior meetings. The changes include adding definitions for non-obscuring fence, side obscuring fence, and opaque/high screen fence. The modifications also address conflicts between RV park code and the commercial fencing requirements, now directing RV park code to follow the commercial fencing section.

Dan explained the proposed code better defines what happens when commercial/industrial properties interface with residential properties and who is responsible for making the required improvements. The updated code clarifies that the "last to build" is responsible for installing the fence - meaning whichever property owner is currently applying for land use approval would be responsible for fence installation.

The code updates also made fence heights consistent, requiring a minimum 6-foot-high fence, with a maximum of 8 feet. For conditional uses in commercial developments within residential neighborhoods, an opaque high screen masonry fence would be required, though lower standards could be permitted by written mutual agreement between adjoining property owners with planning commission approval.

Jerry Vesely moved to open the public hearing, seconded by Cecilie Evans. The motion carried unanimously, and the public hearing was opened at 6:05 PM.

Jennelle Zajac addressed the commission, expressing long-term concerns about the city's code regarding commercial properties adjacent to residential properties. She advocated for requiring block walls rather than just fences between commercial and residential properties to mitigate noise from commercial activities such as backup beepers and exhaust. She believed the City Council made a mistake when addressing the fence issue between residential properties and the RV park, and hoped the code would be permanently fixed.

David Burton noted that the proposed code does specify masonry walls, and Dan Jessen confirmed this requirement.

Jerry Vesely moved to close the public hearing, seconded by Cecilie Evans. The motion carried unanimously, and the public hearing was closed at 6:07 PM.

FENCING CODE – POSSIBLE RECOMMENDATION

Following the public hearing, discussion continued regarding the fencing code. Dan Jessen shared that Councilman Dean had expressed concerns about whether the code was consistent in requiring masonry walls in all relevant sections.

Dan explained that in the definitions section, an "opaque/high screen fence" could include several materials (closely spaced wood or vinyl boards, masonry, composite material panels, or chain link with full contiguous diagonal slats or fabric). However, when the code specifically addresses commercial, industrial, and residential interfaces, it explicitly requires a "masonry wall" version of the opaque screen.

The commission discussed whether the wording was clear enough, with Dan explaining that the code specifically requires masonry walls for commercial-residential boundaries, while allowing other opaque fence materials in different contexts.

Shane noted that, in his experience, a 6-foot block wall does not actually help much with noise reduction but does effectively block sight lines. He acknowledged that masonry walls are aesthetically pleasing but questioned whether they are always necessary.

David Burton cautioned that having too many options could lead to people trying to find loopholes, referencing past issues with the RV park fencing. He suggested keeping the requirements simple and clear.

The commission also discussed whether fence costs should be split between neighboring properties. David Burton felt that fence costs should be shared since fences have "two sides." Dan explained that administratively, the city can only require the party applying for land use approval to install the fence, as they have no mechanism to require financial contribution from a property owner who is not seeking approval.

City Attorney Scott Burns, who was attending remotely, confirmed via text message that the city could not legally enforce cost sharing after the fact, and could only enforce requirements when a business or property owner needs approval.

Weston Reese joined the discussion, noting that businesses should not be unfairly burdened and that if residential developers build next to existing commercial properties, it is reasonable for them to be responsible for the fencing requirements.

Motion: Jerry Vesely moved to send the fencing code as presented to the City Council with a positive recommendation. Second: Cecilie Evans. Vote: Passed with majority 3-1 (one nay vote from Commission Member Weston Reese).

ANNEXATION POLICY PLAN AND MAP DISCUSSION

Dan led a discussion on the annexation policy plan and map. He explained that the state code is vague regarding how to amend an annexation policy plan, but they are operating under the assumption that to adopt a new one over the old one, they would follow the state code process for policy plan adoption.

Dan noted that the legislature is examining the process of modifying annexation policy plans and potentially forcing cities to allow annexation if their policy plan includes an area. He explained the process for reviewing the plan, which includes a public meeting for affected entities (county, school district, etc.), accepting written comments, and potential revisions before holding a public hearing.

From a technical perspective, Dan presented utility information to guide the commission's consideration:

For sewer service:

- Several sewer outfall lines run through the city, with major lines crossing under I-15
- The furthest north gravity-fed outfall line is at 700 North (600 North on the county side)
- The Terrible's truck stop on the north interchange installed a lift station at their own cost
- Areas north of 700 North would require lift stations, making them less viable for development
- Areas east of a natural boundary line cannot gravity-flow into the sewer system and would require lift stations
- Areas west of 2200 West face similar challenges with gravity flow

For water service:

- The city has water customers outside city limits who were grandfathered in
- By ordinance, new water connections outside city limits are not permitted
- The city recently extended a 12-inch water line to the Maverick property across I-15
- It would make sense to eventually loop water lines for better circulation and fire flow
- Water is more forgiving than sewer regarding technical constraints
- From a capacity standpoint, the city's water tanks have sufficient storage for decades
- The city's water supply (wells and springs) is not being pushed to its limits
- The distribution system needs ongoing upgrades in some areas

For power service:

- The city has one substation and distribution lines
- Power infrastructure generally follows similar areas as water infrastructure
- The city recently acquired an overhead power line crossing the freeway at the north interchange

After reviewing the technical information, the commission discussed whether the current annexation policy boundaries (shown as a purple line on the map) should be changed. Weston Reese suggested possibly removing some areas from the north that would be difficult to service and "cornering off" the boundary at 700 North/600 North.

The commission decided not to recommend specific changes based solely on technical considerations, preferring to start the public process and gather input from affected entities.

Motion: Jerry Vesely moved to begin the public process for the annexation policy plan with the map as is. Second: Cecilie Evans Vote: Passed unanimously

PRIVATE LANDS AND SHARED DRIVEWAYS CODE DISCUSSION

Dan Jessen presented a draft code regarding private lands and shared driveways. This came because of a recent case where a property owner sought a building permit on a shared driveway, which led to fire safety concerns and requirements for improvements.

The proposed code establishes a spectrum of access types with increasing requirements:

Driveway (for 1 unit/lot):

- 12 feet wide

Shared Driveway (up to 2 units/lots):

- 16 feet wide
- All-weather surface is required
- A recorded access and maintenance easement must be provided to ensure legal shared use and maintenance responsibilities.
- Maximum length of 150 feet unless an approved turnaround is provided. Turnarounds can be either a cul-de-sac or a hammerhead design that complies with fire safety standards.

Private Lane (3-4 units/lots):

- 20 feet wide minimum paved width, ensuring enough space for cars to pass each other.
- The maximum length without an approved turnaround is 400 feet, allowing for greater length if proper turnarounds are integrated.
- Must provide a hammerhead or cul-de-sac that meets fire marshal standards if exceeding 150 feet in length, ensuring fire trucks can turn around efficiently.
- Utilities, such as water and sewer, must be located within recorded easements of suitable width, as they will likely need to support multiple units.
- A recorded perpetual access and maintenance agreement must be entered among all lots served by the lane.
- No parking is permitted within the lane except in designated pullouts approved by the city to prevent obstructions and maintain clear passage.

Street (more than 4 units/lots):

- Must be constructed and dedicated as a public street, meeting all municipal requirements for public street construction.

Additional Provisions:

- Trash collection will be performed only on public streets, adhering to existing city policy that ensures safety and efficiency in waste management.
- All shared driveways and private lanes must comply with international fire code standards, ensuring routes are accessible for emergency vehicles.
- The city will not assume responsibility for construction, maintenance, snow removal, or repair of shared driveways or private lanes, which must be managed privately.
- The creation of more than 2 lots accessed by a shared driveway or private lane will require subdivision approval from the city, ensuring compliance with all relevant regulations.

The commission decided to review the materials in the packet before the next meeting and continue discussion at that time.

GOVERNOR'S OFFICE OF ECONOMIC OPPORTUNITY (GOEO) RURAL COMMUNITY OPPORTUNITY GRANT (RCOG) APPLICATION APPROVAL

Dan Jessen explained that the city is applying for multiple grants for infrastructure development at the industrial park near the airport. They are applying for \$600,000 from the Governor's Office of Economic Opportunity Rural Community Opportunity Grant and \$5.2 million from the Economic Development Agency of the Department of Commerce. Additionally, there is private funding from Goodfellow, and the city is committing to some in-kind match and potentially providing some cash match. The total project cost is approximately \$7.2 million, aimed at developing Phase 1 of the new airport road, which includes installing underground power and water infrastructure.

As part of the GOEO grant application process, the city requires a positive recommendation from the Planning Commission. Dan noted that the grant would facilitate essential infrastructure supporting the industrial park, which is being integrated with the inland port. Importantly, all planned improvements will adhere to city easements or be situated on city-owned property, ensuring they are constructed to meet code standards.

Regarding sewer service, Dan pointed out that the current development plan does not include extending sewer lines to the area. Consequently, any development in this vicinity will necessitate the use of septic systems. He clarified that properties would need to be a minimum of 5 acres to accommodate such systems. Furthermore, the city has decided that it will not issue business licenses for operations in the area that require high sewage output, ensuring that any activity aligns with the limited sewage handling capacity provided by septic systems.

Motion: Jerry Vesely moved to recommend approval of the Governor's Office of Economic Opportunity Rural Community Opportunity Grant application. Second: Cecilia Evans Vote: Passed unanimously

MEMBER REPORTS

Councilman David Burton clarified his role on the commission, noting that when he interjects in discussions, he is trying to provide different perspectives rather than sway the commission's decisions. He appreciated the commission's work and different viewpoints.

The rest of the commission members had no reports.

Dan Jessen reported he would be attending the Utah Land Use Institute two-day conference in Salt Lake City the following week. Half a day would be dedicated to annexation and potential changes to state code, as well as housing topics. He indicated he would share information upon his return.

Councilman Burton added that one reason the annexation policy plan came up was related to the "Rural Done Right" discussion.

PUBLIC COMMENT

Chairman Williamson opened the public comment period. With no public present to comment, the period was closed.

ADJOURN

Motion: Jerry Vesely moved to adjourn. Second: Cecilia Evans

Vote: Passed unanimously

The meeting adjourned at 7:48 PM.

Signatures on Next Page



Callie Bassett, CMC, City Recorder

Date Approved: 11/19/2025

Ordinance Concept – Private Lanes and Shared Driveways

Section X.XX – Shared Driveways and Private Lanes

A. Purpose

The purpose of this section is to clarify when multiple dwellings may share a common access and to establish minimum standards for safety, maintenance, and long-term use. This ensures adequate access for residents, service vehicles, and emergency responders, and prevents the creation of substandard quasi-streets.

B. Definitions

1. **Driveway:** A private access that serves only one dwelling unit or lot.
2. **Shared Driveway:** A private access serving up to two dwelling units or lots, with a recorded cross-access easement.
3. **Private Lane:** A privately owned and maintained access that serves more than two and not more than four dwelling units or lots, built to standards established in this section.
4. **Street:** Any access intended to serve more than four dwelling units or lots shall be constructed and dedicated as a public street in accordance with City standards.

C. Standards

1. **Driveways:**
 - Minimum width: 12 feet.
 - May serve only one dwelling unit or lot.
2. **Shared Driveways (≤ 2 dwellings):**
 - Minimum width: 16 feet, all-weather surface.
 - Recorded access and maintenance easement required.
 - Maximum length: 150 feet unless an approved turnaround is provided.
3. **Private Lanes (3–4 dwellings):**
 - Minimum paved width: 20 feet (24–26 feet if required by Fire Code).
 - Maximum length: 400 feet without an approved turnaround.

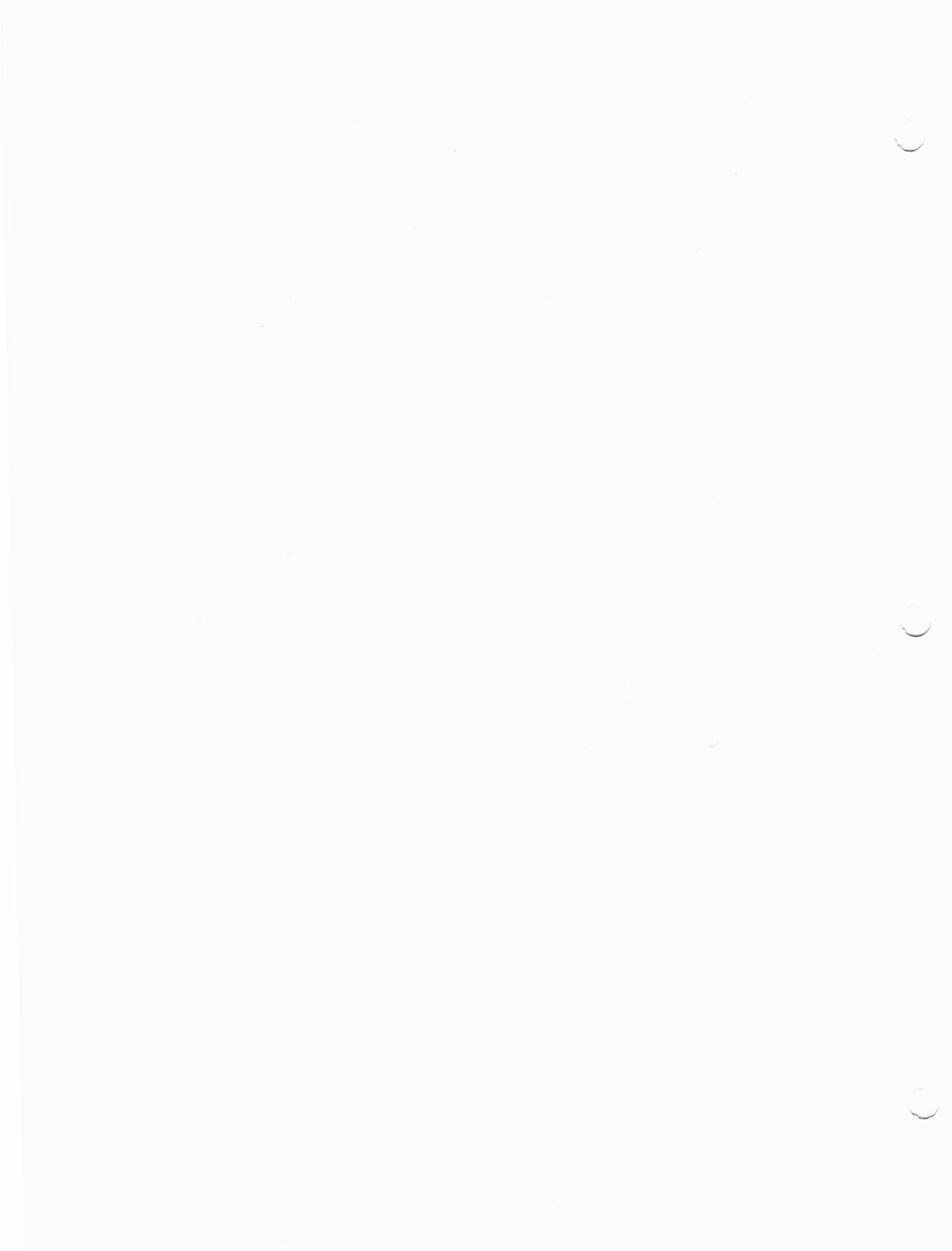
- Must provide a hammerhead or cul-de-sac meeting Fire Marshal standards if exceeding 150 feet.
- Utilities must be located within recorded easements of adequate width.
- A recorded perpetual access and maintenance agreement among all served lots is required.
- No parking permitted within the lane except in designated pull-outs approved by the City.

4. **Streets (5+ dwellings):**

- Any proposal to serve five or more dwellings or lots must dedicate a public street built to City standards.

D. General Provisions

1. **Emergency Access:** All shared driveways and private lanes must comply with the International Fire Code (IFC) as adopted by the City.
2. **Trash Collection:** Where private lanes cannot accommodate collection vehicles, the City may require a designated shared collection point along a public street.
3. **Ownership & Maintenance:** The City shall not accept responsibility for the construction, maintenance, snow removal, or repair of any shared driveway or private lane.
4. **Subdivision Review:** The creation of more than two lots accessed by a shared driveway or private lane shall require subdivision approval.



INDEX TO SHEETS

SHEET NO.	SHEET TITLE
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A-3 TO A-5	MAJOR & MINOR COLLECTOR STREET SECTIONS
A-6	ARTERIAL STREET SECTIONS
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A-8	MULTI-USE PATH
A-9	EXISTING LOCAL STREET SECTIONS
A-10	EXISTING MAJOR & MINOR COLLECTOR STREET SECTIONS

DRAWING SCALE: 1" = 10'

PREPARED BY: JONES AND DEMILLE ENGINEERING, INC.

PAROWAN CITY STANDARD DRAWING



PAROWAN CITY
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INDEX TO STANDARD DRAWINGS

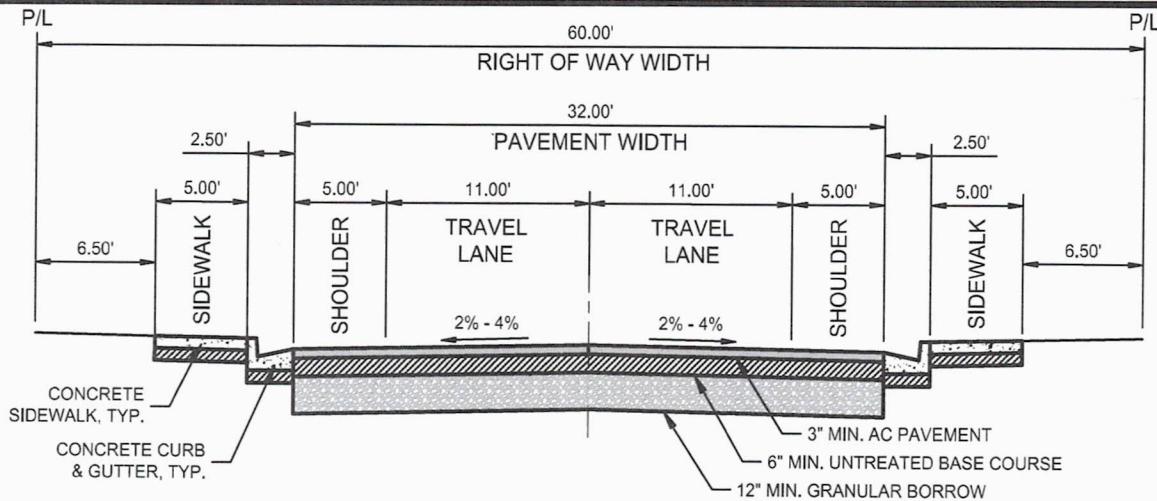
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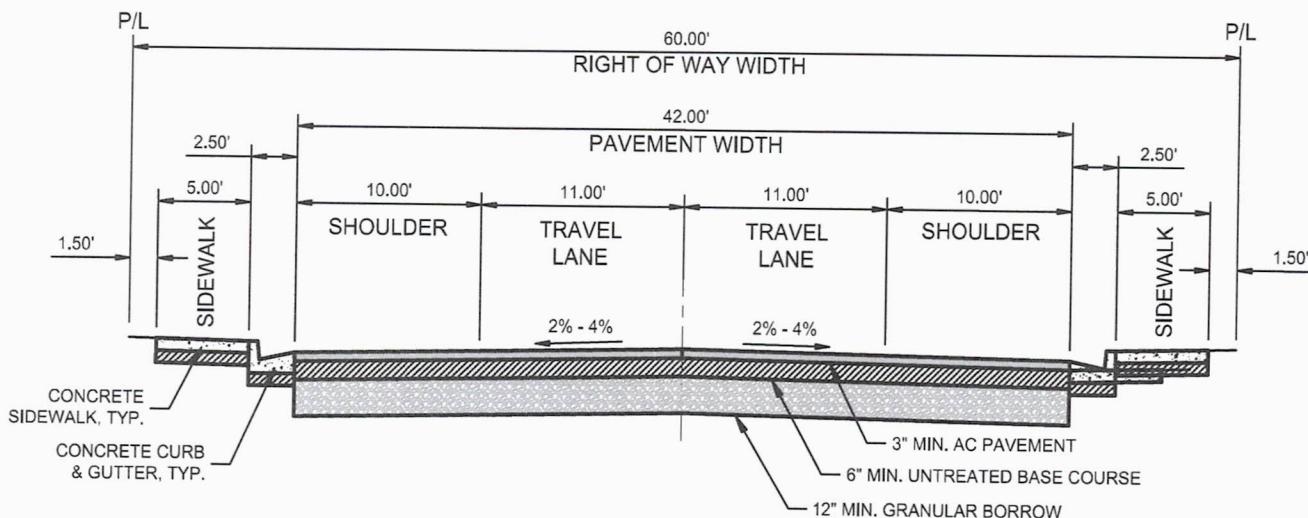
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APPROVED:

DATE: - BY: -



**LOCAL STREET SECTION - NO
ON-STREET PARKING**



**LOCAL STREET SECTION -
ON-STREET PARKING**

NOTES:

1. DESIGN OF CURB AND GUTTER SHALL BE IN ACCORDANCE WITH PAROWAN CITY DESIGN AND CONSTRUCTION STANDARDS.
2. WIDTHS MAY INCREASE CONTINGENT ON PROJECT SPECIFIC REQUIREMENTS.
3. DESIGN CLEAR ZONE SHALL MEET AASHTO STANDARDS.
4. ALL UNTREATED BASE COURSE AND GRANULAR BORROW SHALL BE COMPACTED TO 95%, AASHTO T-180.
5. DEPTHS MAY VARY CONTINGENT ON AASHTO PAVEMENT DESIGN. ALL PAVEMENT DESIGNS SHALL BE STAMPED BY PROFESSIONAL ENGINEER.

DRAWING SCALE: 1" = 10'

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LOCAL STREET SECTIONS

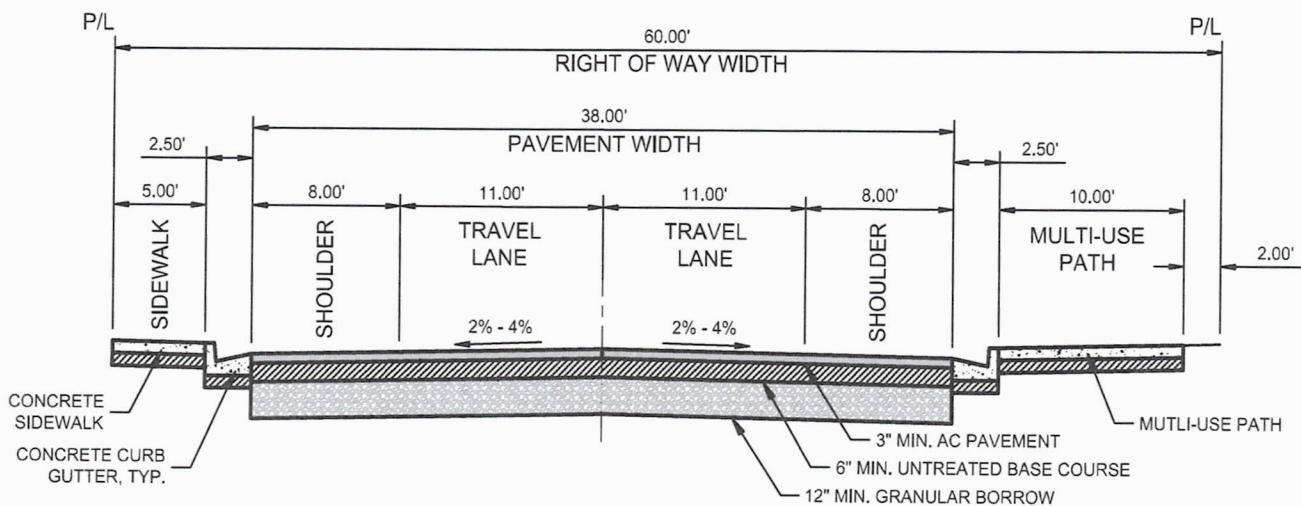
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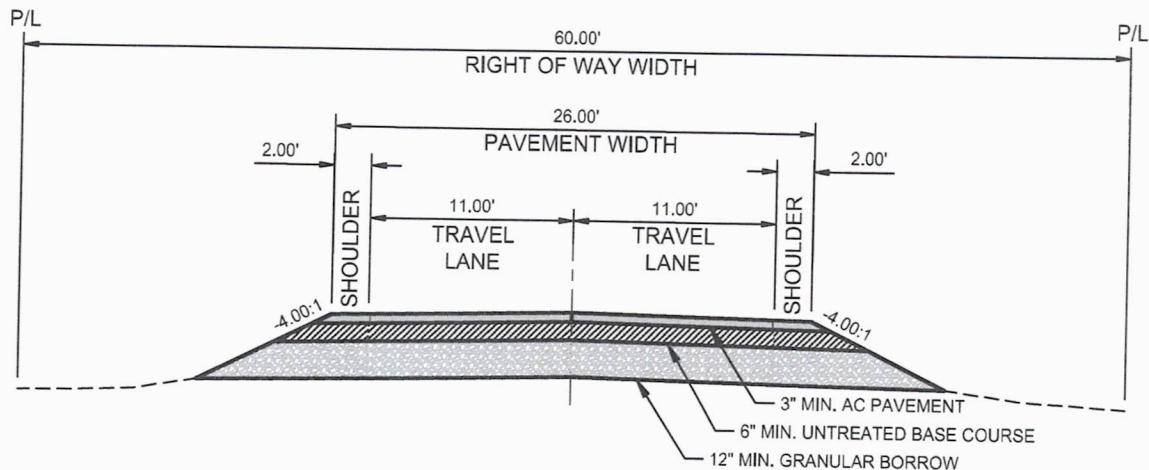
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APPROVED:

DATE: - BY: -



LOCAL STREET SECTION - MULTI-USE PATH



LOCAL STREET SECTION - NO CURB

- NOTES:
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LOCAL STREET SECTIONS

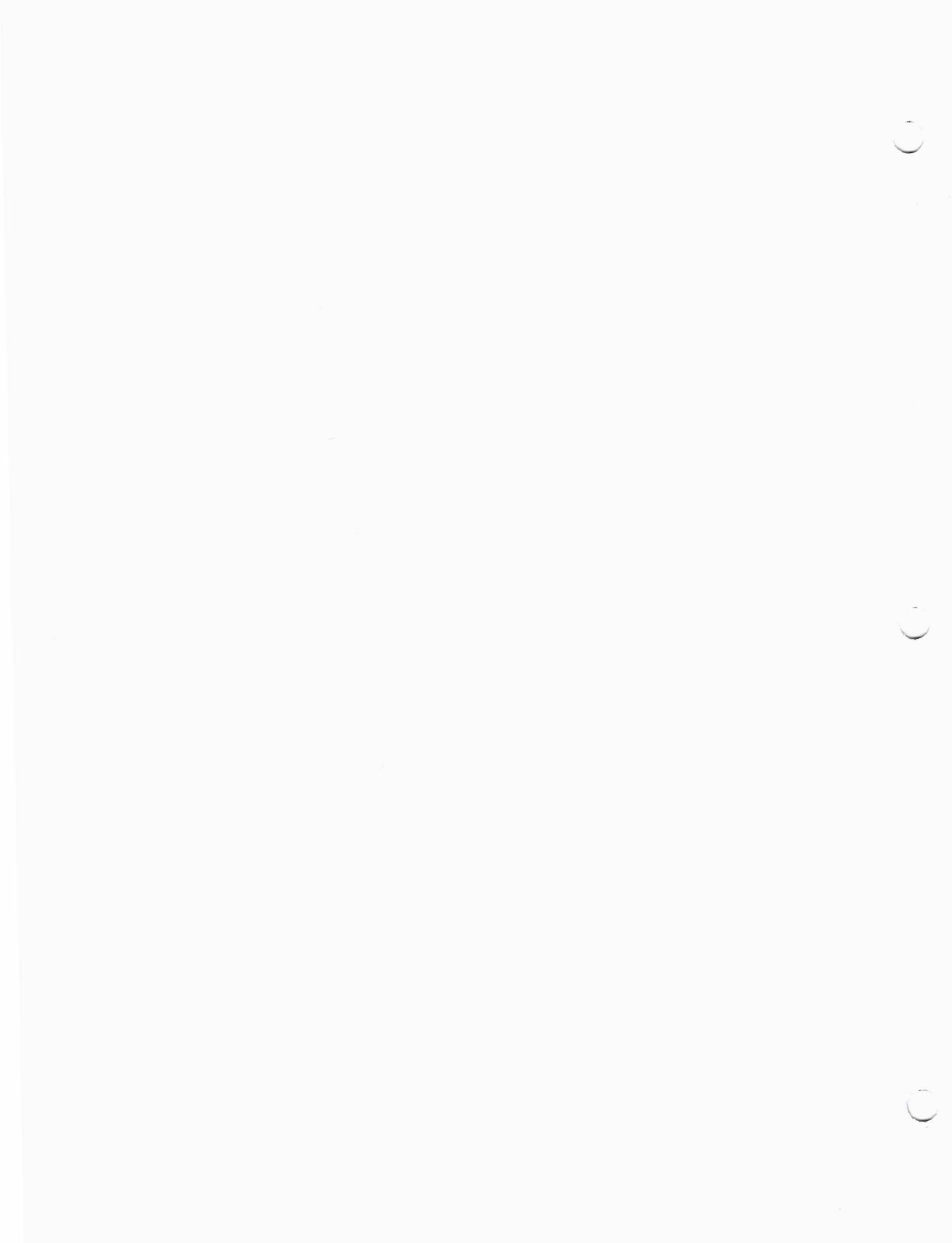
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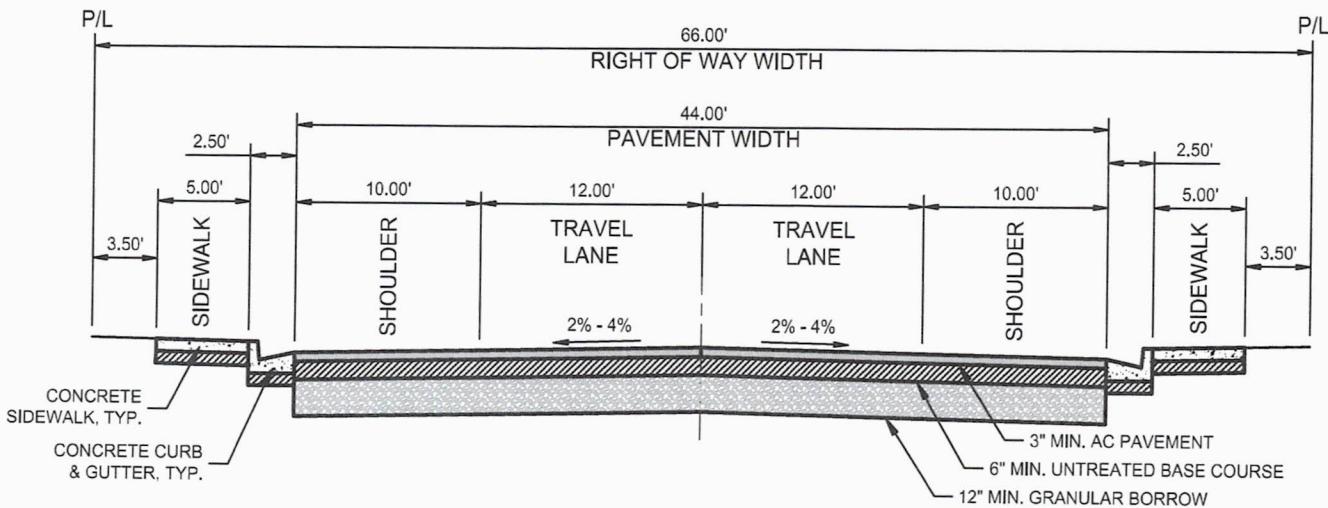
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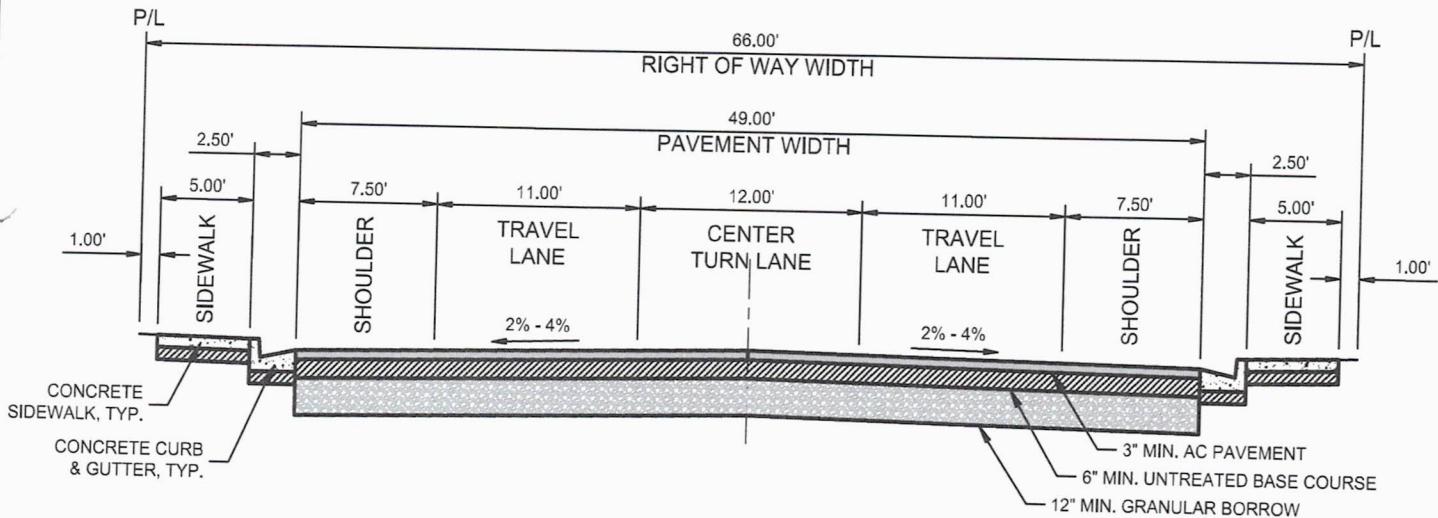
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MAJOR & MINOR COLLECTOR STREET SECTION



MAJOR & MINOR COLLECTOR STREET SECTION - THREE LANE ROAD

NOTES:

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MAJOR & MINOR COLLECTOR
STREET SECTIONS

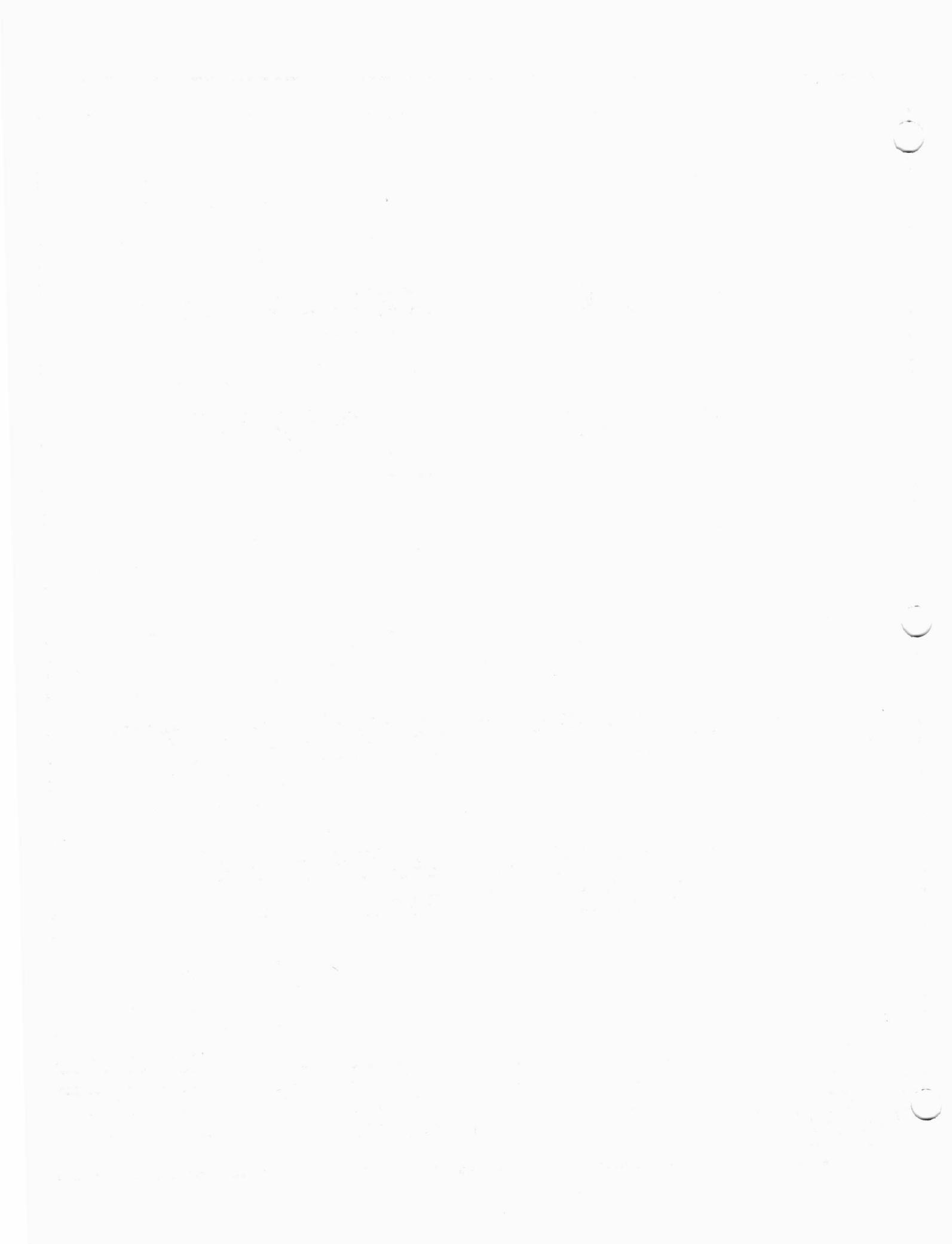
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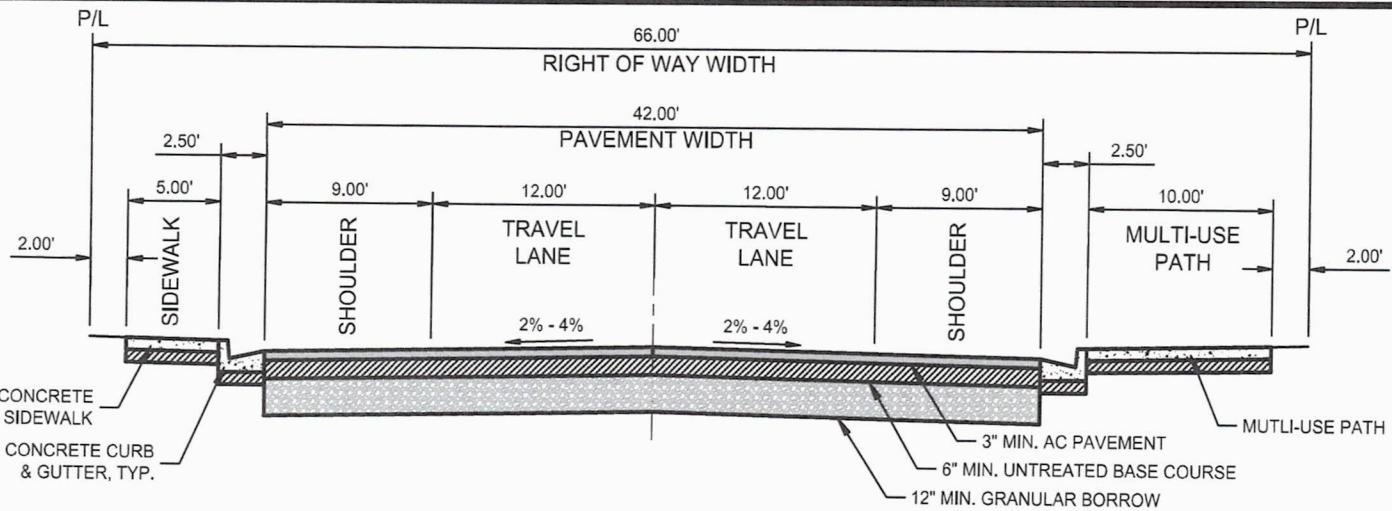
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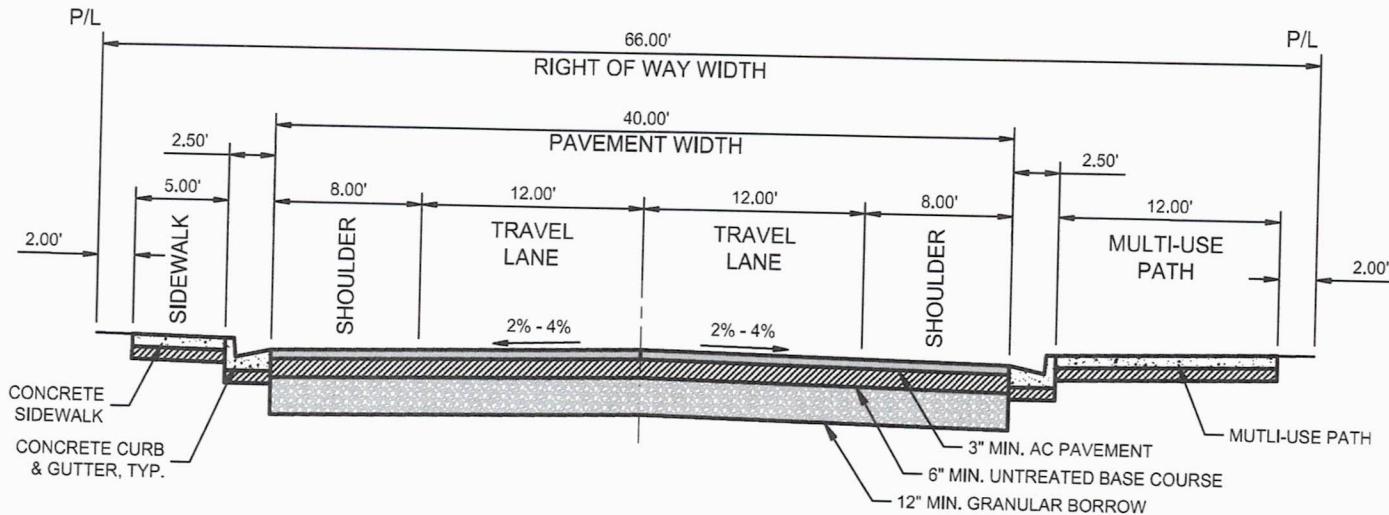
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DATE: - BY: -





MAJOR & MINOR COLLECTOR STREET SECTION - 10' MULTI-USE PATH



MAJOR & MINOR COLLECTOR STREET SECTION - 12' MULTI-USE PATH

NOTES:

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DRAWING SCALE: 1" = 10'

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MAJOR & MINOR COLLECTOR
STREET SECTIONS

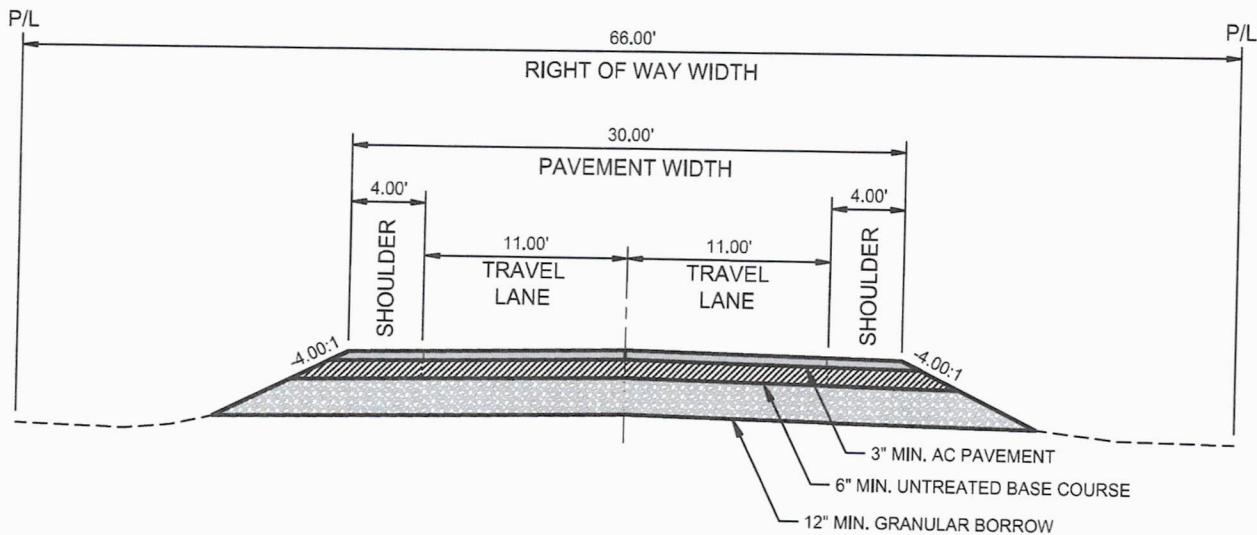
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MAJOR & MINOR COLLECTOR STREET SECTION - NO CURB

NOTES:

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MAJOR & MINOR COLLECTOR
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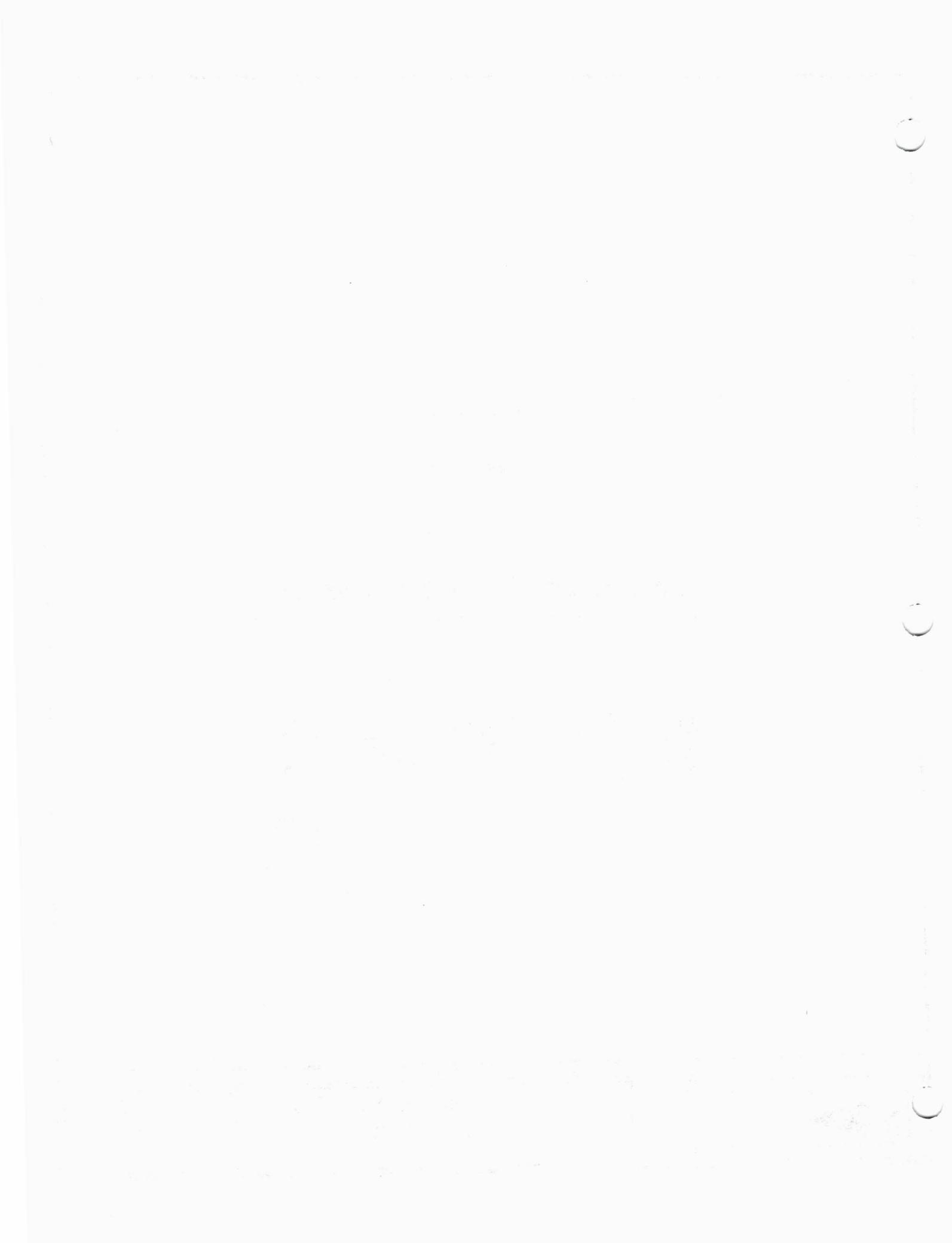
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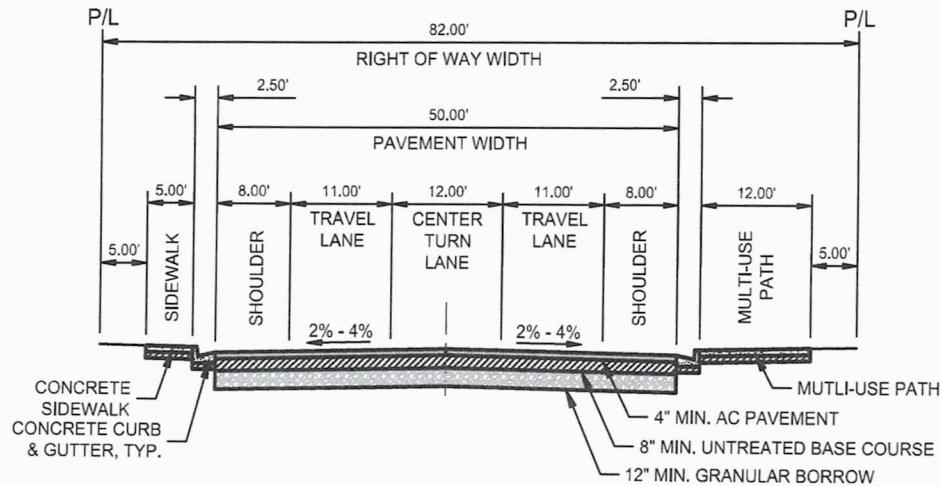
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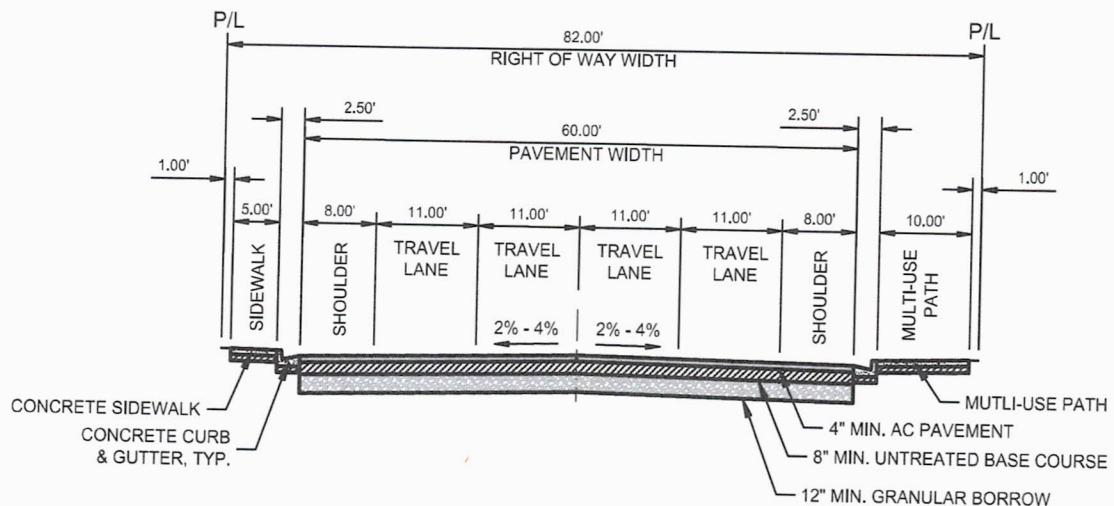
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ARTERIAL STREET SECTION - THREE LANE
WITH MULTI-USE PATH



ARTERIAL STREET SECTION - FOUR LANE
WITH MULTI-USE PATH

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DRAWING SCALE: 1" = 20'

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ARTERIAL STREET SECTIONS

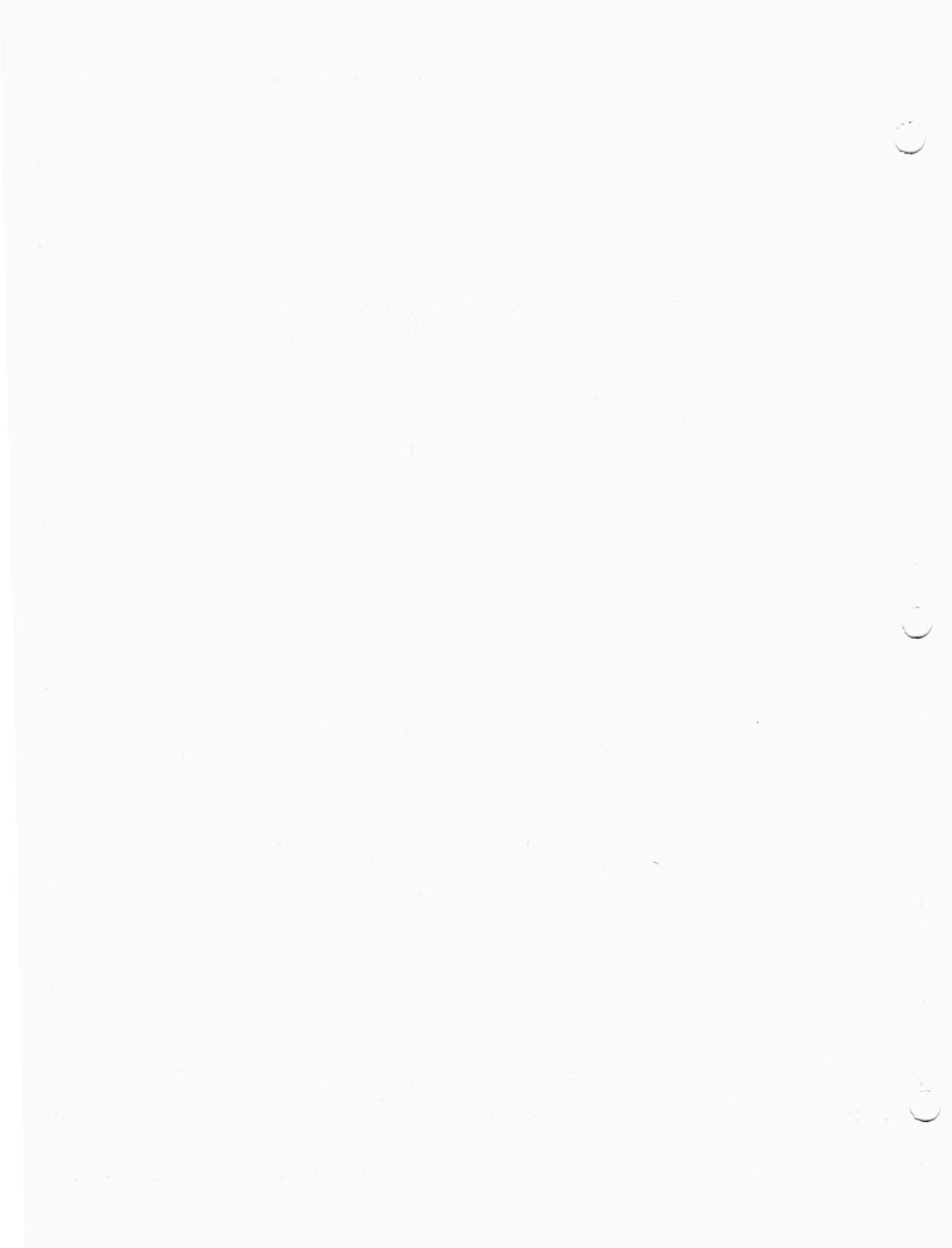
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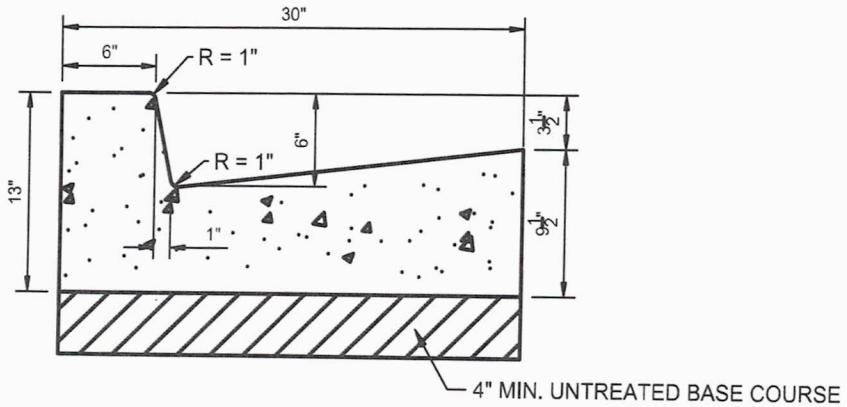
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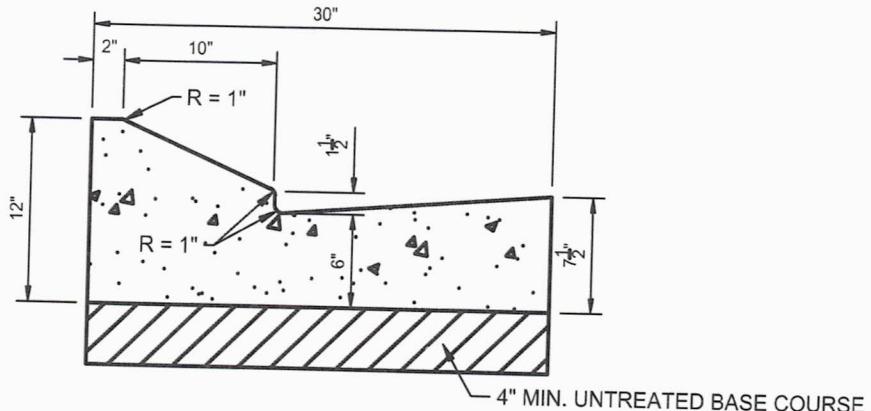
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CURB & GUTTER TYPE B1



ROLL CURB & GUTTER

NOTES:

1. ALL UNTREATED BASE COURSE SHALL BE COMPACTED TO 96%, AASHTO T-180.
2. ALL CURB AND GUTTER TYPES SHALL HAVE CONTRACTIONS JOINTS EVERY 10' O.C. DEEP.
3. ALL CURB AND GUTTER SHALL HAVE EXPANSION JOINTS AT THE P.C. AND P.T. OF A STREET INTERSECTION CURB RADIUS RETURN.

DRAWING SCALE: 1" = 1'

PREPARED BY: JONES AND DEMILLE ENGINEERING, INC.

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CURB AND GUTTER

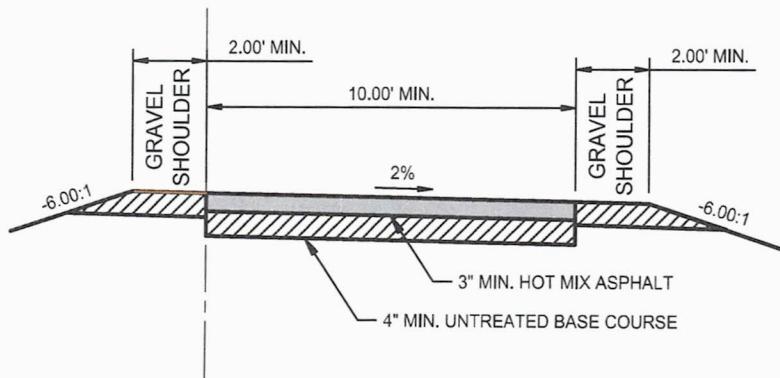
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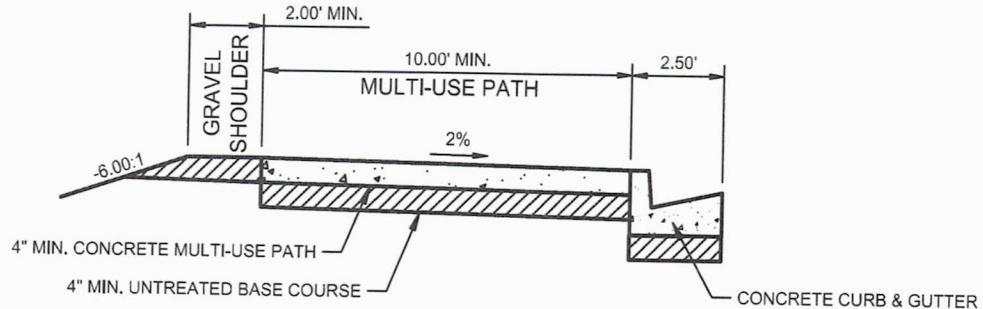
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APPROVED:

DATE: - BY: -



ASPHALT MULTI-USE PATH SECTION



CONCRETE MULTI-USE PATH SECTION

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DRAWING SCALE: 1" = 5'

PREPARED BY: JONES AND DEMILLE ENGINEERING, INC.

PAROWAN CITY STANDARD DRAWING



PAROWAN CITY
35 EAST 100 NORTH
PAROWAN, UT 84761
(435)477-3331
parowan.org

MULTI-USE PATH

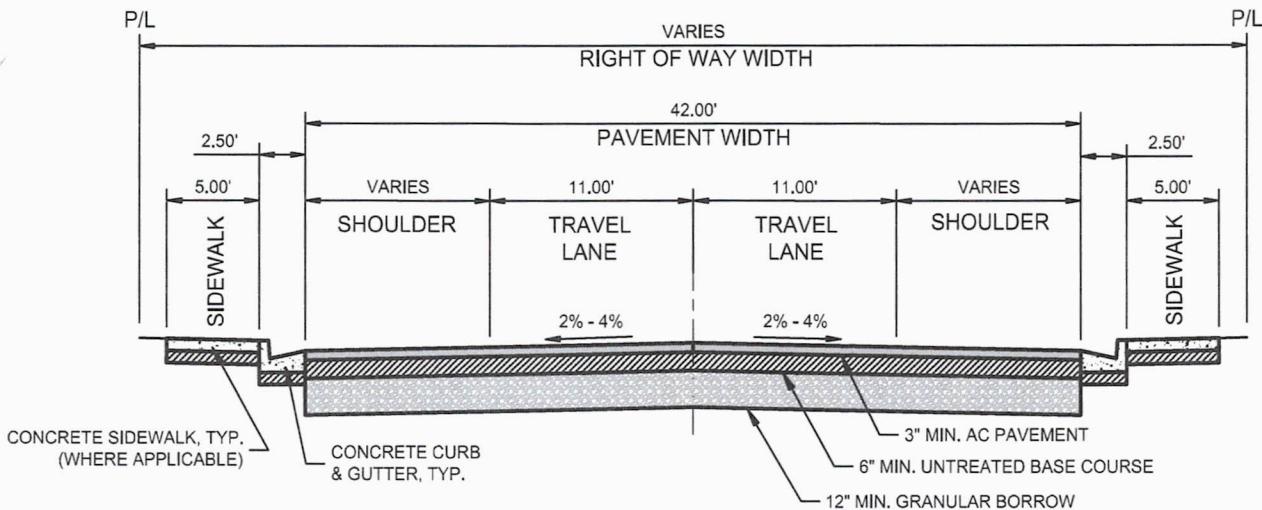
UPDATED: 6/12/2024

STANDARD DRAWING No.

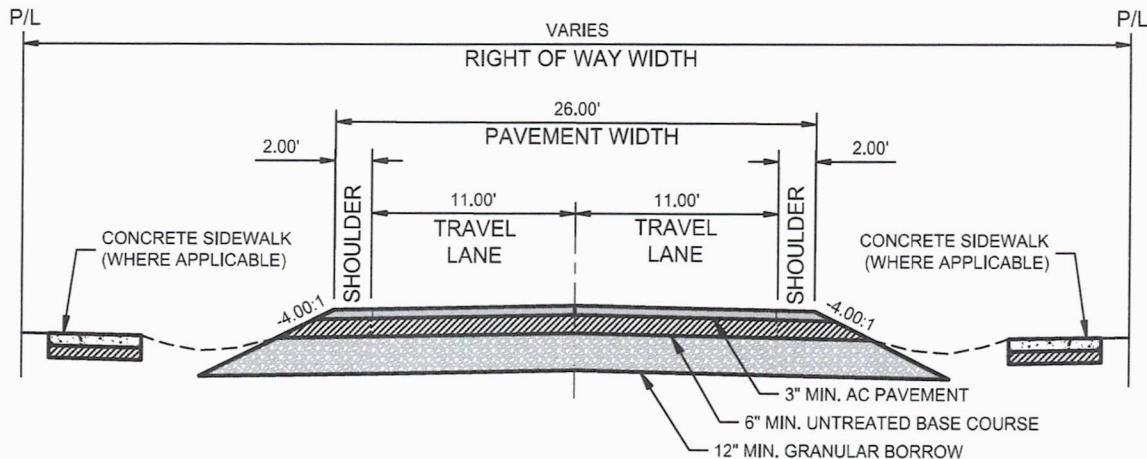
A-8

APPROVED:

DATE: - BY: -



EXISTING LOCAL STREET SECTION - ON-STREET PARKING



EXISTING LOCAL STREET SECTION - NO CURB

- NOTES:
1. DESIGN OF CURB AND GUTTER SHALL BE IN ACCORDANCE WITH PAROWAN CITY DESIGN AND CONSTRUCTION STANDARDS.
 2. WIDTHS MAY INCREASE CONTINGENT ON PROJECT SPECIFIC REQUIREMENTS.
 3. DESIGN CLEAR ZONE SHALL MEET AASHTO STANDARDS.
 4. ALL UNTREATED BASE COURSE AND GRANULAR BORROW SHALL BE COMPAKTED TO 96%, AASHTO T-180.
 5. DEPTHS MAY VARY CONTINGENT ON AASHTO PAVEMENT DESIGN. ALL PAVEMENT DESIGNS SHALL BE STAMPED BY PROFESSIONAL ENGINEER.

DRAWING SCALE: 1" = 10'

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PAROWAN CITY STANDARD DRAWING



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EXISTING LOCAL STREET
SECTIONS

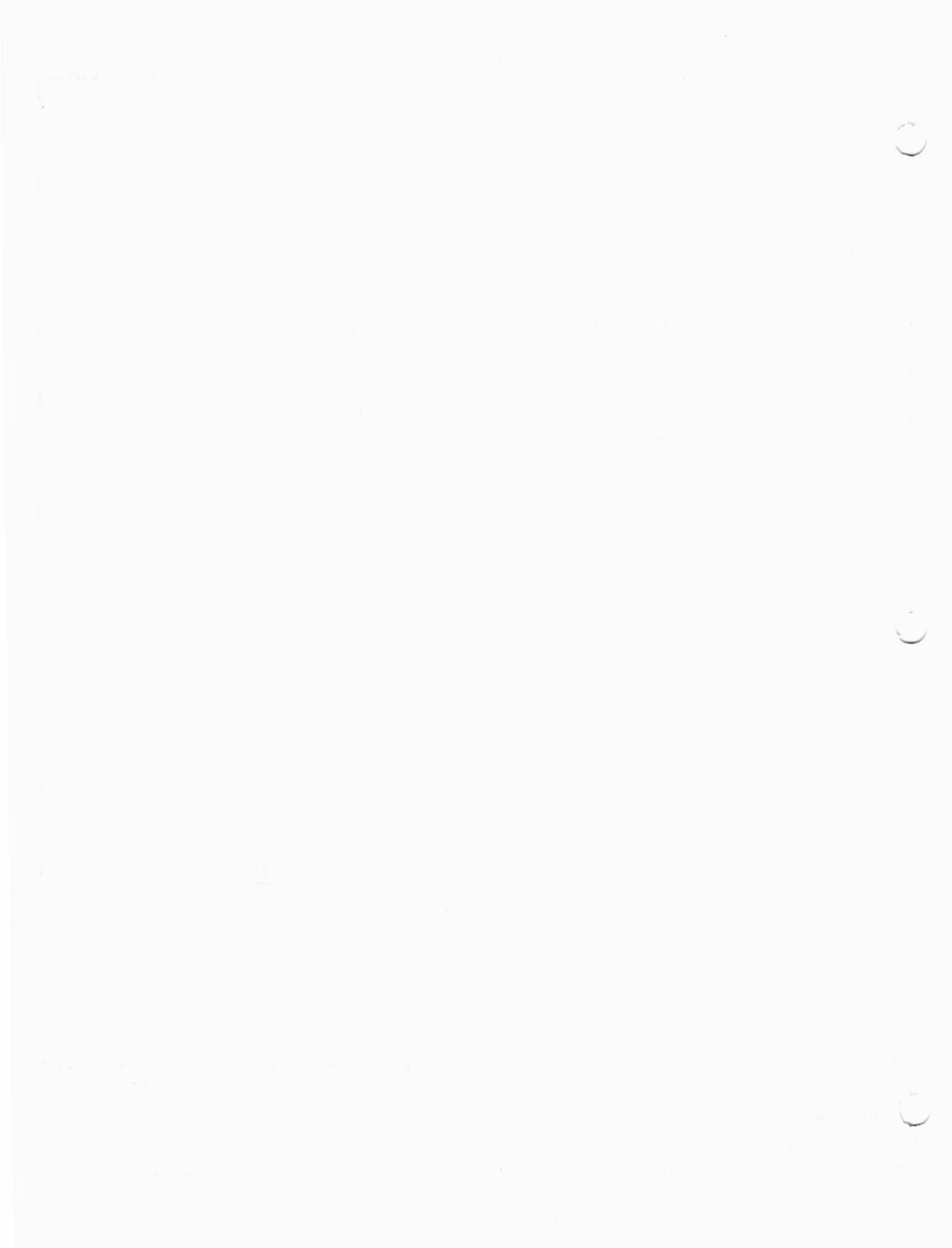
UPDATED: 6/12/2024

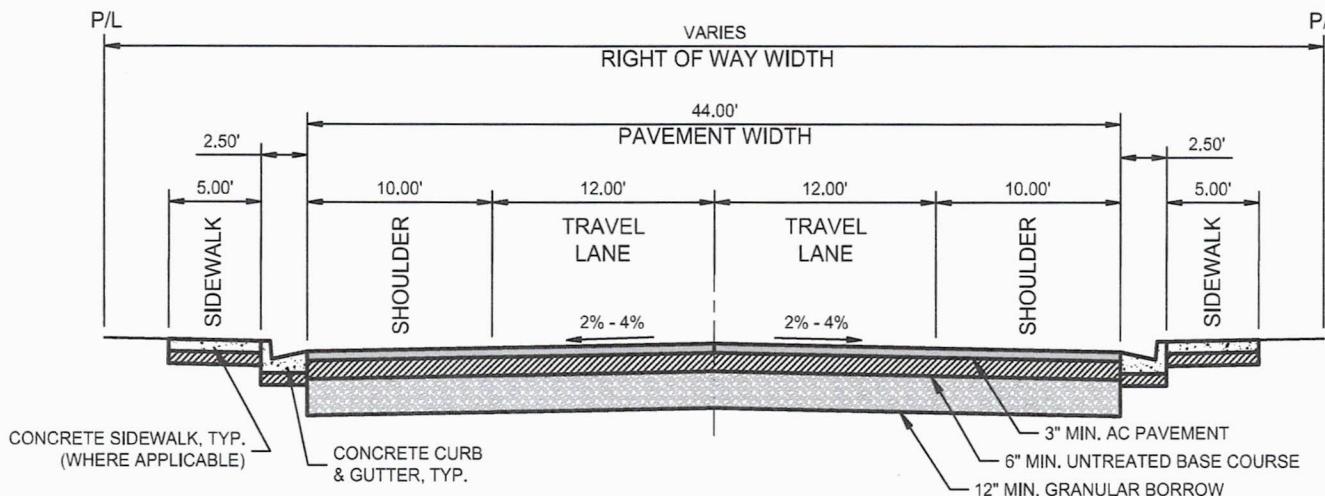
STANDARD DRAWING No.

A-9

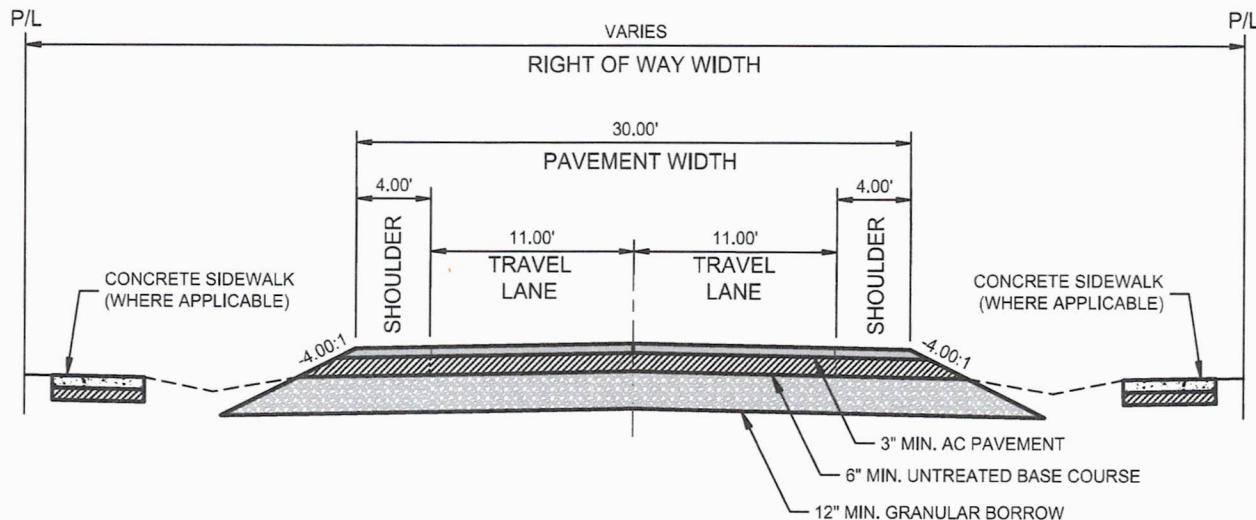
APPROVED: -

DATE: - BY: -





EXISTING MAJOR & MINOR COLLECTOR STREET SECTION



EXISTING MAJOR & MINOR COLLECTOR STREET SECTION - NO CURB

NOTES:

1. DESIGN OF CURB AND GUTTER SHALL BE IN ACCORDANCE WITH PAROWAN CITY DESIGN AND CONSTRUCTION STANDARDS.
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DRAWING SCALE: 1" = 10'

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PAROWAN CITY STANDARD DRAWING



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EXISTING MAJOR & MINOR
COLLECTOR STREET SECTIONS

UPDATED: 6/12/2024

STANDARD DRAWING No.
A-10
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BY: -

<u>Subdivisions</u>	<u>ROW</u>	<u>Asphalt</u>	<u>Sidewalk</u>	<u>Curb/Gutter</u>	<u>On Street Parking?</u>	<u>Notes</u>
Eagle Rock PUD	43	31	4	2	No	PUD, extra parking available
"Chuck Harris" Subdv.	50	34	4	2	Yes	
Maple Springs (pendleton)	50	34	4	2.5	Yes	Pendleton
Herritage Hills	50	35.5	4	2.5	Yes	Wheeler
Red Hills	50	35.5	3.5	2	Yes	"Gurr"
Sky Ranch	50	35	4	2.5	Yes	
Deer Hollow	55	40	4	2.5	Yes	John Dean
Stillwater Estates	60	46	4	2.5	Yes	Lavoy Smith
Robin's Nest	65	50	5	2.5	Yes	Linda & Robin Smith
Aspen Cove	65	50	5	2.5	Yes	approx 150 N 600 W